General Office, Medical Office, Medical Office, Billing and Coding
18 Months

Program Information:

The order and length of time spent on each topic is subject to change. Some students take longer in some areas and a shorter time in others, depending on their abilities to master the content. The advantage of this program is that it works at the student's pace. All training is done using one-on-one instruction during a student's scheduled class time.

Start Dates and Class Hours:

Office Careers has open-enrollment. Students may not initially get a preferred classtime. Available classtimes start between 8:00 am and 2:00 pm. Classes run Monday through Friday where training time is one to three-hours per day.

MS Office:
Microsoft Office Suite of software is the workhorse of the business world. We use current releases so you can be familiar with the most current programs and qualify for better jobs. We teach Word, Excel, PowerPoint, Access and Outlook from beginning to advanced.

Keyboarding/Ten Key:
Daily practice of keyboarding and occasional practice of 10-key using Mavis Beacon Teaches Typing. Typing goal: 35 wpm and 130 spm.

Medical Office:
Prepares students to work under the supervision of office managers and other professionals, to perform routine administrative duties in a medical, clinical, or health care facility/system office environment. Includes instruction in general office skills, data processing, office equipment operation, principles of medical record-keeping and business regulations, medical/clinical office procedures, and communications skills.

Customer Service:
Learn to assist customers with inquiries and problems in frontline call centers, help desks, tele service centers, and online. Includes instruction in user interfaces and user behavior; principles of hardware and software systems operation; customer interaction skills; telephone and e-mailing skills; data entry; and database and Internet searching and retrieval.

Medical Office, Billing and Coding:
The Medical clerical course will teach the student basic medical terminology through daily quizzes. Upon completion of medical terminology the student will learn the basics of CPT and ICD-10 coding using coding books and computerized coding programs. When the student has completed this s/he will learn the basics of medical billing by learning how to fill in HCVA-1500 forms on the computer. Upon completion of the course the student will know basic medical terminology, how to use a ICD-10 and CPT coding book and look up codes on the Internet, and be able to fill out a HVCA-1500 billing form accurately.

Cost:

$20,700.00   Tuition - Excluding other fees listed, tuition is all-inclusive for $1,150 per

month. Tuition includes a specially configured laptop and devices described at the end of the training plan. Office Careers will make arrangements for internet access to deliver training services.

$150.00	$150 Medical Insurance, Billing and Coding Books.
($3,450.00)	Extended Training Plan Discount
$17,400.00	Total

Tuition is billed quarterly (every 90 days). Tuition is due at the start of training. Start dates may be any date Office Careers agrees to, based on instructor availability.

Week 1

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

MS Office: MS Word: Opening documents, editing, saving

Week 2

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

MS Office: MS Word: Opening documents, editing, saving

Week 3

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Roots

Medical Office, Billing and Coding: Medical Roots

MS Office: MS Word: Opening documents, editing, saving

Week 4

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Roots

Medical Office, Billing and Coding: Medical Roots

MS Office: MS Word: creating business letters, creating reports

MS Office: MS Word: Opening documents, editing, saving

Week 5

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Roots

Medical Office, Billing and Coding: Medical Roots

MS Office: MS Word: creating business letters, creating reports

Week 6

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Roots

Medical Office, Billing and Coding: Medical Suffixes

MS Office: MS Word: creating business letters, creating reports

Week 7

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Roots

      Medical Office, Billing and Coding: Medical Suffixes

      MS Office: MS Word: creating business letters, creating reports

Week 8

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Roots

      Medical Office, Billing and Coding: Medical Suffixes

      MS Office: MS Word: creating business letters, creating reports

Week 9

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Suffixes

      Medical Office, Billing and Coding: Medical Prefixes

      MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 10

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Suffixes

      Medical Office, Billing and Coding: Medical Prefixes

      MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 11

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Suffixes

      Medical Office, Billing and Coding: Medical Prefixes

      MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 12

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Suffixes

      Medical Office, Billing and Coding: Medical Terminology

      MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 13

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Suffixes

      Medical Office, Billing and Coding: Medical Terminology

      MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 14

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Suffixes

Medical Office, Billing and Coding: Medical Terminology

MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 15

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Prefixes

Medical Office, Billing and Coding: Medical Abbreviations

MS Office: MS Excel: Opening documents, editing, saving

Week 16

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Prefixes

Medical Office, Billing and Coding: Medical Abbreviations

MS Office: MS Excel: Opening documents, editing, saving

Week 17

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Prefixes

Medical Office, Billing and Coding: Medical Abbreviations

MS Office: MS Excel: Opening documents, editing, saving

Week 18

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Prefixes

Medical Office, Billing and Coding: Health Insurance Introduction

MS Office: MS Excel: Opening documents, editing, saving

Week 19

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Prefixes

Medical Office, Billing and Coding: Health Insurance Introduction

MS Office: MS Excel: Opening documents, editing, saving

Week 20

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Prefixes

Medical Office, Billing and Coding: Medical Office Careers

MS Office: MS Excel: Opening documents, editing, saving

Week 21

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Terminology

    Medical Office, Billing and Coding: Medical Forms, Set 1

    MS Office: Computer: MS Windows basics, security

Week 22

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Terminology

    Medical Office, Billing and Coding: Medical Forms, Set 1

    Medical Office, Billing and Coding: Medical Laws & Ethics

    MS Office: Computer: MS Windows basics, security

Week 23

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Terminology

    Medical Office, Billing and Coding: Medical Laws & Ethics

    MS Office: Computer: MS Windows basics, security

Week 24

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Terminology

    Medical Office, Billing and Coding: Medical Filing

    MS Office: MS Access: Data entry into multiple tables

Week 25

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Terminology

    Medical Office, Billing and Coding: Medical Filing

    MS Office: MS Access: Data entry into multiple tables

Week 26

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Terminology

    Medical Office, Billing and Coding: Medical Filing

    MS Office: MS Access: Data entry into multiple tables

Week 27

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Abbreviations

    Medical Office, Billing and Coding: Medical Forms, Set 2

    MS Office: MS Access: Data entry into multiple tables

Week 28

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Abbreviations

Medical Office, Billing and Coding: Medical Forms, Set 2

Medical Office, Billing and Coding: Types of Health Insurance

MS Office: MS Access: Data entry into multiple tables

MS Office: MS Access: Filing: Alphabetic Rules.

Week 29

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Abbreviations

Medical Office, Billing and Coding: Types of Health Insurance

MS Office: MS Access: Filing: Alphabetic Rules.

Week 30

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Abbreviations

Medical Office, Billing and Coding: Medical Forms, Set 3

MS Office: MS Access: Filing: Complete alphabetic filing rules, numeric filing rules, chronological and subject filing.

Week 31

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Abbreviations

Medical Office, Billing and Coding: Medical Forms, Set 3

MS Office: MS Access: Filing: Complete alphabetic filing rules, numeric filing rules, chronological and subject filing.

Week 32

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Abbreviations

Medical Office, Billing and Coding: The Patient Experience

MS Office: MS Access: Filing: Final exam

Week 33

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Health Insurance Intro

Medical Office, Billing and Coding: Intro to Medical Coding

MS Office: MS Word: creating business letters, creating reports

Week 34

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Health Insurance Intro

    Medical Office, Billing and Coding: Intro to Medical Coding

    Medical Office, Billing and Coding: Textbook Chapter Reviews

    MS Office: MS Word: creating business letters, creating reports

Week 35

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Health Insurance Intro

    Medical Office, Billing and Coding: Textbook Chapter Reviews

    MS Office: MS Word: creating business letters, creating reports

Week 36

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Office Careers

    Medical Office, Billing and Coding: CMS 1500 Form Intro

    MS Office: MS Word: creating business letters, creating reports

Week 37

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Office Careers

    Medical Office, Billing and Coding: CMS 1500 Form Intro

    MS Office: MS Word: creating business letters, creating reports

Week 38

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Office Careers

    Medical Office, Billing and Coding: Claim Submission Methods

    MS Office: MS Word: Tabs, Margins, Indents

Week 39

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Forms, Set 1

    Medical Office, Billing and Coding: Reimbursement & Compliance

    MS Office: MS Word: Tabs, Margins, Indents

Week 40

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Medical Forms, Set 1

    Medical Office, Billing and Coding: ICD-10-CM Overview

    Medical Office, Billing and Coding: Reimbursement & Compliance

    MS Office: MS Word: creating business letters, creating reports

    MS Office: MS Word: Tabs, Margins, Indents

Week 41

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Forms, Set 1

Medical Office, Billing and Coding: ICD-10-CM Overview

MS Office: MS Word: creating business letters, creating reports

Week 42

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Laws & Ethics

Medical Office, Billing and Coding: ICD-10-CM Coding

MS Office: MS Excel: Formulas, Formatting

Week 43

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Laws & Ethics

Medical Office, Billing and Coding: ICD-10-CM Coding

MS Office: MS Excel: Formulas, formatting

Week 44

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Laws & Ethics

Medical Office, Billing and Coding: ICD-10-CM Coding

MS Office: MS Excel: Formulas, formatting

Week 45

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Laws & Ethics

Medical Office, Billing and Coding: ICD-10-CM Coding

MS Office: MS Excel: Formulas, formatting

Week 46

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Laws & Ethics

Medical Office, Billing and Coding: ICD-10-CM Coding

MS Office: MS Excel: Formulas, formatting

Week 47

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Laws & Ethics

Medical Office, Billing and Coding: ICD-10-CM Coding

MS Office: MS Excel: Formulas, formatting

Week 48

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Filing

      Medical Office, Billing and Coding: ICD-10-CM Coding

      MS Office: MS Word: creating business letters, creating reports

Week 49

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Filing

      Medical Office, Billing and Coding: ICD-10-CM Coding

      MS Office: MS Word: creating business letters, creating reports

Week 50

      Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Filing

      Medical Office, Billing and Coding: ICD-10-CM Coding

      MS Office: MS Access: Forms and Reports

Week 51

      Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Forms, Set 2

      Medical Office, Billing and Coding: CPT & HIPAA Introduction

      MS Office: MS Access: Forms and Reports

Week 52

      Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Forms, Set 2

      Medical Office, Billing and Coding: CPT & HIPAA Introduction

      Medical Office, Billing and Coding: CPT Modifiers

      MS Office: MS Access: Forms and Reports

Week 53

      Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer

      Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

      Medical Office: Medical Forms, Set 2

      Medical Office, Billing and Coding: CPT Modifiers

      MS Office: MS Access: Forms and Reports

Week 54

Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Types of Health Insurance

Medical Office, Billing and Coding: CPT Evaluation Management

MS Office: MS Access: Queries, entering and correcting data in tables

Week 55

Customer Service: Customer Service: phone etiquette continued, hands on telephone practic

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Types of Health Insurance

Medical Office, Billing and Coding: CPT Evaluation Management

MS Office: MS Access: Queries, entering and correcting data in tables

Week 56

Customer Service: Customer Service: phone etiquette continued, hands on telephone practic

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Types of Health Insurance

Medical Office, Billing and Coding: CPT Coding

MS Office: MS Access: Queries, entering and correcting data in tables

Week 57

Customer Service: Customer Service: phone etiquette continued, hands on telephone practic

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Forms, Set 3

Medical Office, Billing and Coding: CPT Coding

MS Office: MS Access: Queries, entering and correcting data in tables

Week 58

Customer Service: Customer Service: phone etiquette continued, hands on telephone practic

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Forms, Set 3

Medical Office, Billing and Coding: CPT Coding

MS Office: MS PowerPoint: Basic presentations

Week 59

Customer Service: Customer Service: phone etiquette continued, hands on telephone practic

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Medical Forms, Set 3

Medical Office, Billing and Coding: CPT Coding

MS Office: MS PowerPoint: Basic presentations

Week 60

Customer Service: Customer Service: phone etiquette continued, hands on telephone practic

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: The Patient Experience

Medical Office, Billing and Coding: CPT Coding

MS Office: MS PowerPoint: Basic presentations

Week 61

Customer Service: Customer Service: Entering data from phone calls

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: The Patient Experience

Medical Office, Billing and Coding: CPT Coding

MS Office: MS PowerPoint: Basic presentations

Week 62

Customer Service: Customer Service: Entering data from phone calls

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: The Patient Experience

Medical Office, Billing and Coding: CPT Coding

MS Office: Internet: Using the Internet to perform searches, sending materials via Internet, downloading files

MS Office: MS PowerPoint: Basic presentations

Week 63

Customer Service: Customer Service: Entering data from phone calls

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Intro to Medical Coding

Medical Office, Billing and Coding: CPT Coding

MS Office: Internet: Using the Internet to perform searches, sending materials via Internet, downloading files

Week 64

Customer Service: Customer Service: Entering data from phone calls

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Medical Office: Intro to Medical Coding

Medical Office, Billing and Coding: Coding Chapter Reviews

Medical Office, Billing and Coding: CPT Coding

MS Office: Internet: Using the Internet to perform searches, sending materials via Internet, downloading files

Week 65

    Customer Service: Customer Service: Entering data from phone calls

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Intro to Medical Coding

    Medical Office, Billing and Coding: Coding Chapter Reviews

    MS Office: Using Word, Excel and Access together

Week 66

    Customer Service: Customer Service: Entering data from phone calls

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Textbook Chapter Reviews

    Medical Office, Billing and Coding: Coding Chapter Reviews

    MS Office: Using Word, Excel and Access together

Week 67

    Customer Service: Customer Service: Entering data from phone calls

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Textbook Chapter Reviews

    Medical Office, Billing and Coding: Coding Chapter Reviews

    MS Office: Using Word, Excel and Access together

Week 68

    Customer Service: Customer Service: Entering data from phone calls

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: Textbook Chapter Reviews

    Medical Office, Billing and Coding: NCCT Practice Test

    MS Office: Using Word, Excel and Access together

Week 69

    Customer Service: Customer Service: Entering data from phone calls

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: CMS 1500 Form Intro

    Medical Office, Billing and Coding: NCCT Registration

    MS Office: Using Word, Excel and Access together

Week 70

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: CMS 1500 Form Intro

    Medical Office, Billing and Coding: NCCT Online Practice Test

    Medical Office, Billing and Coding: NCCT Registration

    MS Office: Review of MS Office including testing over programs

Week 71

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office: CMS 1500 Form Intro

    Medical Office, Billing and Coding: NCCT Online Practice Test

    MS Office: Review of MS Office including testing over programs

Week 72

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office, Billing and Coding: NCCT Online Practice Test

    MS Office: Review of MS Office including testing over programs

Week 73

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    Medical Office, Billing and Coding: NCCT Online Practice Test

    MS Office: Review of MS Office including testing over programs

Week 74

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    MS Office: Review of MS Office including testing over programs

Week 75

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    MS Office: Review of MS Office including testing over programs

Week 76

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

    MS Office: Review of MS Office including testing over programs

Week 77

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Week 78

    Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial

Laptops Provided by Office Careers:

Setup and Internet Access

Essential equipment to attend classes remotely or onsite is included in the cost of all training plans. When a student uses a laptop from their home, they will need to sign an ownership agreement. Students may not use their own computers for classes unless they sign a terms agreement with Office Careers that releases us from any damages or lose of data.

Laptops provided by Office Careers are pre-configured for on-line communication and remote access. We setup our laptops for students with no prior computer experience. We have backups and safety built in so that we can repair a computer without a home visit and limit the loss of class days due to any technical issues.

Computers supplied by Office Careers may include a secondary monitor (our modern-day paper stand), and a wireless keyboard/mouse to avoid using the laptops keyboard. We can provide ergonomic devices that are generally sold at office stores or easily configure for prescribed devices.

If needed, Office Careers will arrange for Internet service that may include paying the student to keep internet service running in their home. Only in cases where a student will need Internet access via Satellite, may other fees be negotiated as an additional expense.

All other policies and holidays are posted at officecareers.org