



General Office, Medical Office, Billing and Coding 15 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.

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:

\$17,250.00 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.

\$17,400.00 Total



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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
Medical Office, Billing and Coding: Medical Roots
MS Office: MS Word: Opening documents, editing, saving

Week 3

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
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, Billing and Coding: Medical Roots
MS Office: MS Word: creating business letters, creating reports

Week 5

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Suffixes
MS Office: MS Word: creating business letters, creating reports

Week 6

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
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, 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, Billing and Coding: Medical Prefixes
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 9

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Prefixes
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling



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Week 10

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

Medical Office, Billing and Coding: Medical Terminology

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, Billing and Coding: Medical Terminology

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, Billing and Coding: Medical Abbreviations

Medical Office, Billing and Coding: Medical Terminology

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

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, Billing and Coding: Medical Abbreviations

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

Week 14

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

Medical Office, Billing and Coding: Medical Abbreviations

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

Week 15

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

Medical Office, Billing and Coding: Health Insurance Introduction

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

Week 16

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

Medical Office, Billing and Coding: Health Insurance Introduction

Medical Office, Billing and Coding: Medical Office Careers

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

Week 17

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

Medical Office, Billing and Coding: Medical Office Careers

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



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Week 18

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Forms, Set 1
MS Office: Computer: MS Windows basics, security

Week 19

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Laws & Ethics
MS Office: Computer: MS Windows basics, security

Week 20

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Filing
MS Office: MS Access: Data entry into multiple tables

Week 21

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Filing
MS Office: MS Access: Data entry into multiple tables

Week 22

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Filing
Medical Office, Billing and Coding: Medical Forms, Set 2
MS Office: MS Access: Data entry into multiple tables

Week 23

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Forms, Set 2
MS Office: MS Access: Data entry into multiple tables

Week 24

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Types of Health Insurance
MS Office: MS Access: Filing: Alphabetic Rules.

Week 25

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



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Week 26

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Forms, Set 3
Medical Office, Billing and Coding: The Patient Experience
MS Office: MS Access: Filing: Complete alphabetic filing rules, numeric filing rules, chronological and subject filing.
MS Office: MS Access: Filing: Final exam

Week 27

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: The Patient Experience
MS Office: MS Access: Filing: Final exam

Week 28

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Intro to Medical Coding
MS Office: MS Word: creating business letters, creating reports

Week 29

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Textbook Chapter Reviews
MS Office: MS Word: creating business letters, creating reports

Week 30

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CMS 1500 Form Intro
MS Office: MS Word: creating business letters, creating reports

Week 31

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Claim Submission Methods
Medical Office, Billing and Coding: CMS 1500 Form Intro
MS Office: MS Word: creating business letters, creating reports
MS Office: MS Word: Tabs, Margins, Indents

Week 32

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Claim Submission Methods
Medical Office, Billing and Coding: Reimbursement & Compliance
MS Office: MS Word: Tabs, Margins, Indents

Week 33

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Reimbursement & Compliance
MS Office: MS Word: Tabs, Margins, Indents



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Week 34

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Overview
MS Office: MS Word: creating business letters, creating reports

Week 35

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Excel: Formulas, Formatting

Week 36

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Excel: Formulas, formatting

Week 37

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Excel: Formulas, formatting

Week 38

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Excel: Formulas, formatting

Week 39

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Excel: Formulas, formatting

Week 40

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Word: creating business letters, creating reports

Week 41

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Access: Forms and Reports
MS Office: MS Word: creating business letters, creating reports



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Week 42

Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT & HIPAA Introduction
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Access: Forms and Reports

Week 43

Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT & HIPAA Introduction
MS Office: MS Access: Forms and Reports

Week 44

Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Modifiers
MS Office: MS Access: Forms and Reports

Week 45

Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Evaluation Management
MS Office: MS Access: Queries, entering and correcting data in tables

Week 46

Customer Service: Customer Service: phone etiquette continued, hands on telephone practice
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Coding
Medical Office, Billing and Coding: CPT Evaluation Management
MS Office: MS Access: Queries, entering and correcting data in tables

Week 47

Customer Service: Customer Service: phone etiquette continued, hands on telephone practice
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Coding
MS Office: MS Access: Queries, entering and correcting data in tables

Week 48

Customer Service: Customer Service: phone etiquette continued, hands on telephone practice
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Coding
MS Office: MS Access: Queries, entering and correcting data in tables
MS Office: MS PowerPoint: Basic presentations



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Week 49

Customer Service: Customer Service: phone etiquette continued, hands on telephone practice
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Coding
MS Office: MS PowerPoint: Basic presentations

Week 50

Customer Service: Customer Service: phone etiquette continued, hands on telephone practice
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Coding
MS Office: MS PowerPoint: Basic presentations

Week 51

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Coding
MS Office: MS PowerPoint: Basic presentations

Week 52

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Coding
MS Office: Internet: Using the Internet to perform searches, sending materials via Internet, downloading files

Week 53

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Coding
MS Office: Internet: Using the Internet to perform searches, sending materials via Internet, downloading files

Week 54

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Coding Chapter Reviews
MS Office: Internet: Using the Internet to perform searches, sending materials via Internet, downloading files
MS Office: Using Word, Excel and Access together

Week 55

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Coding Chapter Reviews
MS Office: Using Word, Excel and Access together



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Week 56

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Coding Chapter Reviews
Medical Office, Billing and Coding: NCCT Practice Test
MS Office: Using Word, Excel and Access together

Week 57

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: NCCT Practice Test
MS Office: Using Word, Excel and Access together

Week 58

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: NCCT Registration
MS Office: Review of MS Office including testing over programs
MS Office: Using Word, Excel and Access together

Week 59

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 60

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 61

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 62

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Review of MS Office including testing over programs

Week 63

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Review of MS Office including testing over programs

Week 64

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
MS Office: Review of MS Office including testing over programs



Week 65

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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 loss 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 officcareers.org