



Training Plan 12 - Months Medical Office, Medical Coder-Biller with Business English and Math Review

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.

Business English/Math Review:

Covers material from our GED Preparation coursework, but excludes test preparation. Office Careers supports the growth of good business English/Math skills in all our coursework by identifying areas students need to develop and applying those skills to simulated office activities.

Job Search:

This training service gives students real-life exposure and job experience using the new skills they have developed. Our practicums may be paid positions leading to full-time employment. Office Careers has used our Job Preparation Service to bridge the gap to having demonstrable skills to an employer. This important final step gives our clients confidence and competitiveness in the open job market. This is followed by creating resumes and cover letters, finding job leads, applying, and interviewing for work. Our students use their new skills and resources to complete the process.

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



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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:

\$13,800.00	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.
\$13,950.00	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
MS Office: MS Word: creating business letters, creating reports

Week 4

Business English & Math Review: Capitalization, spelling rules
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Terminology: Introduction to Roots: Students take daily quizzes over 9 medical roots, maintaining 75% on each
MS Office: MS Word: creating business letters, creating reports

Week 5

Business English & Math Review: Capitalization, spelling rules
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Terminology: Introduction to Roots: Students take daily quizzes over 9 medical roots, maintaining 75% on each
MS Office: MS Word: creating business letters, creating reports



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Week 6

Business English & Math Review: Capitalization, spelling rules

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

Medical Office, Billing and Coding: Terminology: Introduction to Roots: Students take daily quizzes over 9 medical roots, maintaining 75% on each

Medical Office, Billing and Coding: Terminology: Roots Final: Students take final over all root words, must score 75% over above to move on

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

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

Week 7

Business English & Math Review: Punctuation, grammar, spelling rules

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

Medical Office, Billing and Coding: Terminology: Roots Final: Students take final over all root words, must score 75% over above to move on

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

Week 8

Business English & Math Review: Punctuation, grammar, spelling rules

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

Medical Office, Billing and Coding: Terminology: Introduction to Suffixes: Students take daily quizzes over 9 medical suffixes, maintaining 75% on each

Medical Office, Billing and Coding: Terminology: Roots Final: Students take final over all root words, must score 75% over above to move on

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

Week 9

Business English & Math Review: Punctuation, grammar, spelling rules

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

Medical Office, Billing and Coding: Terminology: Introduction to Suffixes: Students take daily quizzes over 9 medical suffixes, maintaining 75% on each

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

Week 10

Business English & Math Review: Punctuation, grammar, spelling rules

Business English & Math Review: Reading comprehension, reading for retention

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

Medical Office, Billing and Coding: Terminology: Introduction to Suffixes: Students take daily quizzes over 9 medical suffixes, maintaining 75% on each

Medical Office, Billing and Coding: Terminology: Suffixes Final: Students take final over all medical suffixes studied, must score 75% over above to move on

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

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



Training Plan 12 - Months

Medical Office, Medical Coder-Biller with Business English and Math Review

Week 11

Business English & Math Review: Reading comprehension, reading for retention
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Terminology: Suffixes Final: Students take final over all medical suffixes studied, must score 75% over above to move on
MS Office: MS Excel: Opening documents, editing, saving

Week 12

Business English & Math Review: Reading comprehension, reading for retention
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Terminology: Introduction to Prefixes: Students take daily quizzes over 9 medical prefixes, maintaining 75% on each
Medical Office, Billing and Coding: Terminology: Suffixes Final: Students take final over all medical suffixes studied, must score 75% over above to move on
MS Office: MS Excel: Opening documents, editing, saving

Week 13

Business English & Math Review: Reading comprehension, reading for retention
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Terminology: Introduction to Prefixes: Students take daily quizzes over 9 medical prefixes, maintaining 75% on each
MS Office: MS Excel: Opening documents, editing, saving

Week 14

Business English & Math Review: Reading comprehension, reading for retention
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Introduction to Medical Coding: Students learn the basic coding outline for CPT codes by reviewing with instructor and completing six basic coding worksheets
Medical Office, Billing and Coding: Terminology: Introduction to Prefixes: Students take daily quizzes over 9 medical prefixes, maintaining 75% on each
Medical Office, Billing and Coding: Terminology: Prefixes Final: Students take final over all medical prefixes studied, must score 75% over above to move on
MS Office: Computer: MS Windows basics, security
MS Office: MS Excel: Opening documents, editing, saving



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Medical Office, Medical Coder-Biller with Business English and Math Review

Week 15

Business English & Math Review: Reading comprehension, reading for retention

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

Medical Office, Billing and Coding: Introduction to Medical Coding: Students learn the basic coding outline for CPT codes by reviewing with instructor and completing six basic coding worksheets

Medical Office, Billing and Coding: Terminology: Prefixes Final: Students take final over all medical prefixes studied, must score 75% over above to move on

MS Office: Computer: MS Windows basics, security

Week 16

Business English & Math Review: Reading comprehension, reading for retention

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

Medical Office, Billing and Coding: CPT workbook sections 10000-53000: Using CPT Coding book complete coding sheets over Anaesthesia and surgical procedures with 75% accuracy

Medical Office, Billing and Coding: Introduction to Medical Coding: Students learn the basic coding outline for CPT codes by reviewing with instructor and completing six basic coding worksheets

Medical Office, Billing and Coding: Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy

Medical Office, Billing and Coding: Terminology: Prefixes Final: Students take final over all medical prefixes studied, must score 75% over above to move on

MS Office: Computer: MS Windows basics, security

MS Office: MS Access: Data entry into multiple tables

Week 17

Business English & Math Review: Reading comprehension, reading for retention

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

Medical Office, Billing and Coding: CPT Workbook Sections 10000-53000: Using CPT Coding book complete coding sheets over Anaesthesia and surgical procedures with 75% accuracy

Medical Office, Billing and Coding: Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy

MS Office: MS Access: Data entry into multiple tables



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Week 18

Business English & Math Review: Reading comprehension, reading for retention

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

Medical Office, Billing and Coding: CPT Coding Workbook: 54000 – 70000: Using CPT Coding book complete coding sheets over male and female genital systems, nervous system, and eye and ear systems, with 75% accuracy

Medical Office, Billing and Coding: CPT Workbook Sections 10000-53000: Using CPT Coding book complete coding sheets over Anaesthesia and surgical procedures with 75% accuracy

Medical Office, Billing and Coding: Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy

MS Office: MS Access: Data entry into multiple tables

Week 19

Business English & Math Review: Reading comprehension, reading for retention

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

Medical Office, Billing and Coding: CPT Coding Workbook: 54000 – 70000: Using CPT Coding book complete coding sheets over male and female genital systems, nervous system, and eye and ear systems, with 75% accuracy

Medical Office, Billing and Coding: Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy

MS Office: MS Access: Filing: Alphabetic Rules.

Week 20

Business English & Math Review: Addition, subtraction, multiplication, division

Business English & Math Review: Reading comprehension, reading for retention

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

Medical Office, Billing and Coding: CPT Coding Workbook: 54000 – 70000: Using CPT Coding book complete coding sheets over male and female genital systems, nervous system, and eye and ear systems, with 75% accuracy

Medical Office, Billing and Coding: CPT Coding: 70000 – Evaluation and Management codes: Using CPT Coding book complete coding sheets with 75% accuracy

Medical Office, Billing and Coding: Terminology: Abbreviations: Students learn most common medical abbreviations and take daily quizzes over 10 abbreviations, must maintain 75% on all quizzes

Medical Office, Billing and Coding: Terminology: Combining Terms: Students learn to combine prefixes, roots, and suffixes to decipher and create medical terms, daily quizzes, must maintain 75% accuracy

MS Office: MS Access: Filing: Alphabetic Rules.

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



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Medical Office, Medical Coder-Biller with Business English and Math Review

Week 21

Business English & Math Review: Addition, subtraction, multiplication, division

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

Medical Office, Billing and Coding: CPT Coding: 70000 – Evaluation and Management codes:
Using CPT Coding book complete coding sheets with 75% accuracy

Medical Office, Billing and Coding: Terminology: Abbreviations: Students learn most common medical abbreviations and take daily quizzes over 10 abbreviations, must maintain 75% on all quizzes

MS Office: MS Access: Filing: Final exam

Week 22

Business English & Math Review: Addition, subtraction, multiplication, division

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

Medical Office, Billing and Coding: CPT Coding: 70000 – Evaluation and Management codes:
Using CPT Coding book complete coding sheets with 75% accuracy

Medical Office, Billing and Coding: Filing: Students learn rules of alphabetical, chronological, subject, numeric, and medical filing systems. Students complete daily exercises to apply rules must maintain 75% average on work.

Medical Office, Billing and Coding: ICD-9 Coding 100-389: Using ICD-9 coding book, complete coding sheets with 75% accuracy

Medical Office, Billing and Coding: Terminology: Abbreviations: Students learn most common medical abbreviations and take daily quizzes over 10 abbreviations, must maintain 75% on all quizzes

MS Office: MS Access: Filing: Final exam

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

Week 23

Business English & Math Review: Addition, subtraction, multiplication, division

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

Medical Office, Billing and Coding: Filing: Students learn rules of alphabetical, chronological, subject, numeric, and medical filing systems. Students complete daily exercises to apply rules must maintain 75% average on work.

Medical Office, Billing and Coding: ICD-9 Coding 100-389: Using ICD-9 coding book, complete coding sheets with 75% accuracy

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



Training Plan 12 - Months

Medical Office, Medical Coder-Biller with Business English and Math Review

Week 24

Business English & Math Review: Addition, subtraction, multiplication, division

Business English & Math Review: Basic Math continued

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

Medical Office, Billing and Coding: Documents: Complete jobs 1-8 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

Medical Office, Billing and Coding: Filing: Students learn rules of alphabetical, chronological, subject, numeric, and medical filing systems. Students complete daily exercises to apply rules must maintain 75% average on work.

Medical Office, Billing and Coding: ICD-9 Coding 100-389: Using ICD-9 coding book, complete coding sheets with 75% accuracy

Medical Office, Billing and Coding: ICD-9 Coding 390-999: Using ICD-9 coding book, complete coding sheets with 75% accuracy

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

Week 25

Business English & Math Review: Basic Math continued

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

Medical Office, Billing and Coding: Documents: Complete jobs 1-8 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Word: Tabs, Margins, Indents

Week 26

Business English & Math Review: Basic Math continued

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

Medical Office, Billing and Coding: Documents: Complete jobs 25-28 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

Medical Office, Billing and Coding: ICD-9 Coding 390-999: Using ICD-9 coding book, complete coding sheets with 75% accuracy

Medical Office, Billing and Coding: Reports: Complete jobs 25-28 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Word: Tabs, Margins, Indents

Week 27

Business English & Math Review: Basic Math continued

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

Medical Office, Billing and Coding: Reports: Complete jobs 25-28 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

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



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Week 28

Business English & Math Review: Basic Math continued

Business English & Math Review: Ratios, measurements, and percentages

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

Medical Office, Billing and Coding: ICD-9 Coding 390-999: Using ICD-9 coding book, complete coding sheets with 75% accuracy

Medical Office, Billing and Coding: ICD-9 E and V codes: Using ICD-9 coding book, complete codes sheets with 75% accuracy

Medical Office, Billing and Coding: Records: Complete jobs 10-15 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

Medical Office, Billing and Coding: Reports: Complete jobs 25-28 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Excel: Formulas, Formatting

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

Week 29

Business English & Math Review: Ratios, measurements, and percentages

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

Medical Office, Billing and Coding: ICD-9 E and V codes: Using ICD-9 coding book, complete codes sheets with 75% accuracy

Medical Office, Billing and Coding: Records: Complete jobs 10-15 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Excel: Formulas, formatting

Week 30

Business English & Math Review: Ratios, measurements, and percentages

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

Medical Office, Billing and Coding: HCVA-1500 billing and exercises 1-5: Using HCVA-1500 coding book, complete exercises sheets over Medicare billing codes for other services, with 75% accuracy

Medical Office, Billing and Coding: ICD-9 E and V codes: Using ICD-9 coding book, complete codes sheets with 75% accuracy

Medical Office, Billing and Coding: Records: Complete jobs 10-15 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Excel: Formulas, formatting



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Medical Office, Medical Coder-Biller with Business English and Math Review

Week 31

Business English & Math Review: Graphs and basic algebra

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

Medical Office, Billing and Coding: HCVA-1500 billing and exercises 1-6: Using HCVA-1500 coding book, complete exercises sheets over Medicare billing codes for other services, with 75% accuracy

Medical Office, Billing and Coding: Records: Complete jobs 10-15 in Metroplex Medical Office Simulation, maintain 90% accuracy on daily work

MS Office: MS Excel: Formulas, formatting

Week 32

Business English & Math Review: Graphs and basic algebra

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

Medical Office, Billing and Coding: HCVA-1500 billing and exercises 1-7: Using HCVA-1500 coding book, complete exercises sheets over Medicare billing codes for other services, with 75% accuracy

Medical Office, Billing and Coding: HCVA-1500 billing and exercises 1-8: Using HCVA-1500 coding book, complete exercises sheets over Medicare billing codes for other services, with 75% accuracy

Medical Office, Billing and Coding: HIPAA Compliance: Read Medical Insurance Made Easy (Brown), Chap. 14 and answer chapter questions in book

MS Office: MS Excel: Formulas, formatting

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

Week 33

Business English & Math Review: Graphs and basic algebra

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

Medical Office, Billing and Coding: HIPAA Compliance: Read Medical Insurance Made Easy (Brown), Chap. 14 and answer chapter questions in book

MS Office: MS Access: Forms and Reports

Week 34

Business English & Math Review: Graphs and basic algebra

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: Government Medical Plans: Read Medical Insurance Made Easy (Brown), Chap. 11 and answer chapter questions in book

Medical Office, Billing and Coding: HIPAA Compliance: Read Medical Insurance Made Easy (Brown), Chap. 14 and answer chapter questions in book

MS Office: MS Access: Forms and Reports



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Medical Office, Medical Coder-Biller with Business English and Math Review

Week 35

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: Government Medical Plans: Read Medical Insurance Made Easy (Brown), Chap. 11 and answer chapter questions in book
Medical Office, Billing and Coding: HIPAA Compliance: Read Medical Insurance Made Easy (Brown), Chap. 14 and answer chapter questions in book
MS Office: MS Access: Forms and Reports

Week 36

Customer Service: Customer Service: phone etiquette continued, hands on telephone practice
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: Government Medical Plans: Read Medical Insurance Made Easy (Brown), Chap. 11 and answer chapter questions in book
Medical Office, Billing and Coding: HCVA-1500 billing and exercises: Using HCVA-1500 coding book, complete exercises sheets with 75% accuracy
Medical Office, Billing and Coding: Office Simulations using MS Office Products
MS Office: MS Access: Forms and Reports
MS Office: MS Access: Queries, entering and correcting data in tables

Week 37

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: HCVA-1500 billing and exercises: Using HCVA-1500 coding book, complete exercises sheets with 75% accuracy
Medical Office, Billing and Coding: Office Simulations using MS Office Products
MS Office: MS Access: Queries, entering and correcting data in tables

Week 38

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: HCVA-1500 billing and exercises: Using HCVA-1500 coding book, complete exercises sheets with 75% accuracy
Medical Office, Billing and Coding: Successful reimbursement and Critical thinking skills in billing: Read Medical Insurance Made Easy (Brown), Chap. 13 and answer chapter questions in book
MS Office: MS Access: Queries, entering and correcting data in tables
MS Office: MS PowerPoint: Basic presentations



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Week 39

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: Successful reimbursement and Critical thinking skills in billing: Read Medical Insurance Made Easy (Brown), Chap. 13 and answer chapter questions in book
MS Office: MS PowerPoint: Basic presentations

Week 40

Customer Service: Customer Service: Entering data from phone calls
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: Complete any make up work, finish all projects
Medical Office, Billing and Coding: Successful reimbursement and Critical thinking skills in billing: Read Medical Insurance Made Easy (Brown), Chap. 13 and answer chapter questions in book
MS Office: MS PowerPoint: Basic presentations

Week 41

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Complete any make up work, finish all projects
MS Office: MS PowerPoint: Basic presentations

Week 42

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

Week 43

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



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Week 44

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Complete any make up work, finish all projects
Medical Office, Billing and Coding: Practice testing for national medical billing and coding exam
MS Office: Using Word, Excel and Access together

Week 45

Customer Service: Customer Service: Entering data from phone calls
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Practice testing for national medical billing and coding exam
MS Office: Using Word, Excel and Access together

Week 46

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

Week 47

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Practice testing for national medical billing and coding exam
MS Office: Review of MS Office including testing over programs

Week 48

Job Search: Job Search activities using the Internet
Job Search: Resume and Cover letter development
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Practice testing for national medical billing and coding exam
MS Office: Review of MS Office including testing over programs

Week 49

Job Search: Resume and Cover letter development
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Practice testing for national medical billing and coding exam
MS Office: Review of MS Office including testing over programs



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Week 50

Job Search: Job Search activities using the Internet

Job Search: Resume and Cover letter development

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

Medical Office, Billing and Coding: Practice testing for national medical billing and coding exam

MS Office: Review of MS Office including testing over programs

Week 51

Job Search: Resume and Cover letter development

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

Medical Office, Billing and Coding: Practice testing for national medical billing and coding exam

MS Office: Review of MS Office including testing over programs

Week 52

Job Search: Job Search activities using the Internet

Job Search: Resume and Cover letter development

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

Medical Office, Billing and Coding: Practice testing for national medical billing and coding exam

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 officecareers.org