



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### **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.

### **ESL:**

Supplemental training for the Washington State ESL Competencies. This is a co-educational service that increases the success of completing ESL classes while enrolled in Office Careers. Our program allows for students to attend ESL classes regardless of schedule changes during a training plan.

### **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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

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

ESL: Developing Reading Skills (DRS) Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.  
ESL: Intro to written English: Basic essay writing assignment 1  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Word: Opening documents, editing, saving

### Week 3

ESL: Developing Reading Skills (DRS) Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.  
ESL: Intro to written English: Basic essay writing assignment 1  
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial  
MS Office: MS Word: creating business letters, creating reports



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 4

ESL: Developing Reading Skills (DRS) Chapter 1 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Basic essay writing assignment 1

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

ESL: Developing Reading Skills (DRS) Chapter 1 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

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 6

ESL: Developing Reading Skills (DRS) Chapter 1 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: clauses

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 7

ESL: Developing Reading Skills (DRS) Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: clauses

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

ESL: Developing Reading Skills (DRS) Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: clauses

ESL: Intro to written English: colons

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

ESL: Developing Reading Skills (DRS) Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: colons

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 10

ESL: Developing Reading Skills (DRS) Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: colons

ESL: Intro to written English: commas

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

### Week 11

ESL: Developing Reading Skills (DRS) Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: commas

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

ESL: Developing Reading Skills (DRS) Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: commas

ESL: Intro to written English: conjunctions

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 13

ESL: Developing Reading Skills (DRS) Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: conjunctions

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

ESL: Developing Reading Skills (DRS) Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: conjunctions

ESL: Intro to written English: intro to punctuation: end marks

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

### Week 15

ESL: Developing Reading Skills (DRS) Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: intro to punctuation: end marks

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 16

ESL: Developing Reading Skills (DRS) Chapter 4 cont: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: intro to punctuation: end marks

ESL: Intro to written English: Nouns and articles

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

ESL: Developing Reading Skills (DRS) Chapter 4 cont: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Nouns and articles

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 18

ESL: Developing Reading Skills (DRS) Chapter 4 cont: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Nouns and articles

ESL: Intro to written English: prepositions and prepositional phrases

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

ESL: Developing Reading Skills (DRS) Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: prepositions and prepositional phrases

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.





## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 20

ESL: Developing Reading Skills (DRS) Chapter 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS) Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: prepositions and prepositional phrases

ESL: Intro to written English: pronouns

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.

### Week 21

ESL: Developing Reading Skills (DRS) Chapter 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: pronouns

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 22

ESL: Developing Reading Skills (DRS) Chapter 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate level, Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: pronouns

ESL: Intro to written English: review of punct. Cont.

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

ESL: Developing Reading Skills (DRS), Intermediate level, Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punct. Cont.

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 ESL Assistance

### Week 24

ESL: Developing Reading Skills (DRS), Intermediate level, Chapter 1: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 1cont...: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punct. Cont.

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 1cont...: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punct. Cont.

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 26

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 1cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punct. Cont.

ESL: Intro to written English: review of punctuation

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punctuation

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 28

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: review of punctuation

ESL: Intro to written English: Sentences

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Sentences

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 30

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 2 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Sentences

ESL: Intro to written English: superlatives

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

### Week 31

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: superlatives

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 32

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: superlatives

ESL: Intro to written English: Verb tenses

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Verb tenses

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 34

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 3 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Verb tenses

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 35

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Verb tenses

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





## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 36

Customer Service: Customer Service: phone etiquette continued, hands on telephone practice  
Customer Service: Customer Service: phone etiquette, answering calls, dealing with customer  
ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.  
ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.  
ESL: Intro to written English: Verb tenses  
ESL: Intro to written English: Verbs  
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  
ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.  
ESL: Intro to written English: Verbs  
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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 38

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 4 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Verbs

ESL: Intro to written English: word order

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

### Week 39

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: word order

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 40

Customer Service: Customer Service: Entering data from phone calls

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapt. 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Chapter 5: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: word order

ESL: Intro to written English: Commas cont.

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapt. 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Intro to written English: Commas cont.

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

ESL: Developing Reading Skills (DRS), Intermediate, Chapt. 5 cont.: Reading aloud, reading comprehension (answering questions based on reading assignments), vocabulary, spelling, and using a dictionary and a computer to translate.

ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5: Intro to written English: Complete Basic essay writing assignment 1

ESL: Intro to written English: Commas cont.

ESL: Intro to written English: semi-colons

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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### Week 43

Customer Service: Customer Service: Entering data from phone calls  
ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5: Intro to written English: Complete Basic essay writing assignment 1  
ESL: Intro to written English: semi-colons  
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 44

Customer Service: Customer Service: Entering data from phone calls  
ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5 cont.: Intro to written English: Basic writing assignment final  
ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5: Intro to written English: Complete Basic essay writing assignment 1  
ESL: Intro to written English: semi-colons  
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  
ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5 cont.: Intro to written English: Basic writing assignment final  
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  
ESL: Developing Reading Skills (DRS), Intermediate, Expansion 5 cont.: Intro to written English: Basic writing assignment final  
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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### **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

### **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



## Training Plan 12 - Months Medical Office, Medical Coder-Biller with ESL Assistance

### **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](http://officecareers.org)**