

Skills learned in our medical courses can lead to many career opportunities. Many jobs in the medical community are expected to have above average growth according to the U.S. Bureau of Labor Statistics.

- ◆ **Medical Records Coding & Billing Specialist**—works with patient charts to code the doctor’s diagnoses and procedures for each visit, input patient data into the computer, process claims, payments, and insurance verifications.
- ◆ **Electronic Medical Records Clerk**—responsible for handling patient records including the medical chart and insurance information using computer skills, copiers, scanners, email programs and filing skills.
- ◆ **Medical Transcriptionist**—knowledge of a word processing program such as MS Word, medical terminology and proper formatting of medical documents. Strong English skills and keyboarding speed are essential.
- ◆ **Medical Office Receptionist**—duties could include greeting patients, answering phones, scheduling patients, typing correspondence, and filing.
- ◆ **Medical Secretary**—responsible for some of the same activities as the medical receptionist with added responsibilities such as transcribing, creating spreadsheets and PowerPoint presentations.



*“BE ALL YOU CAN BE”*



**Liberty Adult Community  
Education**

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[www.libertyadulthood.org](http://www.libertyadulthood.org)

**Liberty Adult  
Community  
Education**

**Medical  
Certifications**



**WASC  
Accredited**

**“We Make It Happen”**

# Medical Certifications Available

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## 25 Weeks

### ***Medical Records Coding and Billing Specialist***

Business English  
Computer Concepts and Windows  
Customer Relations, Business Ethics  
and Business Machines  
Electronic Health Records  
Human Anatomy and Physiology  
Keyboarding, 40 wpm  
Medical Insurance Coding and  
Billing I and II  
Medical Terminology  
Medisoft Patient Accounting  
and Billing  
Word Level 1

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## 25 Weeks

### ***Electronic Medical Records Clerk/Health Information Management (HIM)***

Customer Relations, Business Ethics  
and Business Machines  
Electronic Health Records  
Keyboarding 40 wpm  
Medical Records Management  
Medical Terminology  
Medisoft Patient Accounting  
and Billing  
MS Office Essentials

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## 25 Weeks

### ***Medical Transcriptionist***

Business English  
Computer Concepts and Windows  
Customer Relations, Business Ethics  
and Business Machines  
Human Anatomy and Physiology  
Keyboarding, 50 wpm  
Medical Terminology  
Medical Transcription  
Proofreading and Editing  
Word-Beginning through Advanced

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## 30 Weeks

### ***Medical Office Receptionist***

Business English  
Business Math  
Computer Concepts and Windows  
Customer Relations, Business Ethics  
and Business Machines  
Keyboarding, 40 wpm  
Medical Front Office Procedures  
Medical Insurance Coding and Billing I  
Medical Records Management  
Medical Terminology  
Medisoft Patient Accounting and Billing  
Outlook  
PowerPoint Level 1  
Word-Beginning and Intermediate

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## 40 Weeks

### ***Medical Secretary***

Access-Beginning and Intermediate  
Business English  
Business Math  
Computer Concepts and Windows  
Customer Relations, Business Ethics and  
Business Machines  
Excel-Advanced  
Human Anatomy and Physiology  
Keyboarding, 50 wpm  
Medical Terminology  
Medical Insurance Coding and Billing I  
Medical Front Office Procedures  
Medical Records Management  
Medical Transcription  
Medisoft Patient Accounting and Billing  
Outlook  
PowerPoint Level 1  
Proofreading and Editing  
Ten-Key, 200 spm  
Word-Beginning through Advanced

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