

20 Weeks

Medical Receptionist

Introduction to Computers
Windows
Keyboarding, 35 wpm
Ten-Key 120 spm
Customer Service/Office Machines
English Essentials
Math Essentials
Word Level 1
Medical Front Office Procedures
Medical Terminology
Medical Filing
Medisoft Basics

25 Weeks

Medical Records Coding and Billing Specialist

Introduction to Computers
Windows
Keyboarding, 40 wpm
Word Level 1
Excel Level 1
Customer Service/Office Machines
English Essentials
Medical Terminology
Medical Insurance Coding and Billing
Medical Front Office Procedures
Medisoft Basics
Advanced Coding
Medical Filing



30 Weeks

Medical Front Office Assistant

Introduction to Computers
Windows
Keyboarding, 40 wpm
Ten-Key, 120 spm
Excel (Beginning and Intermediate)
Word/Business Formats (Beginning)
Customer Service/Office Machines
English Essentials
Math Essentials
Medical Filing
Medical Front Office Procedures
Medical Terminology
Medical Insurance & Patient Billing
Medisoft Basics



35 Weeks

Medical Secretary

Introduction to Computers
Windows
Keyboarding 50 wpm
Customer Service/Office Machines
English Essentials
Beginning/Intermediate Word
Beginning/Intermediate Excel
Business Math
Medical Terminology
Medical Insurance Coding and Billing
Medical Front Office Procedures
Medical Filing
Business English
Ten-Key, 200 spm
Medisoft Basics
Access Level 1

Medical Transcriptionist

Keyboarding 50 wpm
Introduction to Computers
Windows
Customer Service/Office Machines
Beginning/Intermediate Word
Medical Terminology
Medical Transcription
English Essentials
Business English

Program Information

Medical Records Coding and Billing Specialist

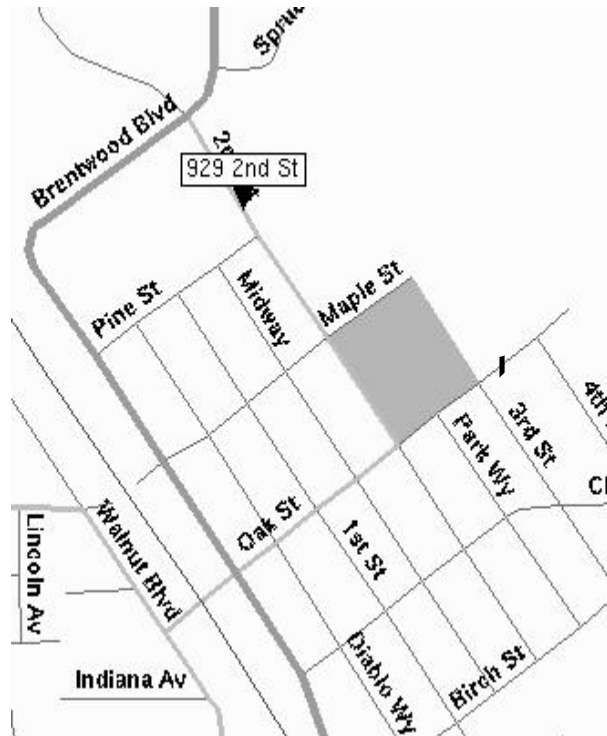
This certificate program prepares the student to work in many medical fields processing doctor and patient information to produce a claim that can be processed by an insurance company. This course includes medical terminology, insurance coding and billing using the ICD9-CM, CPT4 and HCPCS codes, and electronic claim completion and filing using data entry in Medisoft.

Medical Secretary

Students will have a solid foundation in administrative assistant skills, as well as skills specific to the medical community. Coursework will include medical terminology, insurance billing & coding, front office procedures and record keeping using data entry in Medisoft.

Medical Transcriptionist

This certificate program prepares the student to work in the medical field as a Medical Transcriber. The student will learn to use a transcribing machine with a headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, charts review operative reports, and general correspondence using MS Word.



Take HWY 4/Brentwood Blvd. to Second Street.
The School is located on the corner of Second and Pine Streets.

Liberty Adult
Community Education Center
929 Second Street
Brentwood, CA 94513
(925) 634-2565



LIBERTY
ADULT/COMMUNITY
EDUCATION
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Medical
Careers
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www.libertyadulthood.org