

Health Information Clerk

Training Provider: *Monroe 2-Orleans BOCES*

Address: Westview Commons Business Park
3545 Buffalo Road
Rochester, NY 14624

Phone: (585) 349-9100

Web: www.cwdadulthoodeducation.org

Program Description:

This program will provide students with the clerical skills required to obtain entry-level employment in a medical office or health care setting. These specific skills include the processing and retrieval of patient care information. Employees in this field must also understand and apply the basic concepts of confidentiality of patient information.

Program length/hours:

Monday - Friday, 9:00 am – 2:30 pm (300 total hours)

Services Provided:

2 week internship experience. Students will also receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

Tuition/Cost/Fees: \$2,895 plus TBD books and supply fee

Medical Assisting

Training Provider: *Bryant & Stratton*

Address: Henrietta Campus Greece Campus
 1225 Jefferson Rd. 150 Bellwood Dr.
 Rochester, NY 14623 Rochester, NY 14606

Phone: (585) 272-7200 (585) 720-0660

Web: www.bryantstratton.edu

Program Description:

Medical Assistants are multi-skilled individuals trained to assist physicians and members of the health care team in administrative, clinical, and laboratory work. Special personal qualifications such as a caring nature, accuracy, dependability, conscientiousness, and professionalism are required for this helping profession. This course of study will prepare participants for entry-level employment in private medical practices, outpatient departments, clinics, or governmental institutions.

Program length/hours:

Full time Days—16 months
Full time Evenings—20 months

Services Provided:

Job placement assistant and career management training.

Application/Admission Process:

Personal interview and entrance evaluation

Tuition/Cost/Fees: \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee

Medical Billing & Coding

Training Provider: *Monroe 2-Orleans BOCES*

Address: Westview Commons Business Park
3545 Buffalo Road
Rochester, NY 14624

Phone: (585) 349-9100

Web: www.cwdadulthoodeducation.org

Program Description:

Students will receive lecture and interactive instruction in the field of Medical Billing & Coding. This program will cover such topics as: medical terminology and abbreviations; types of insurance and claims processing; and proper coding procedures. Students will be introduced to online computer billing and coding, which simulates medical office accounting principles. Employment Skills Development will be integrated throughout. Graduates are prepared to obtain employment in a medical office environment.

Program length/hours:

Tuesday and Thursday, 6:00 pm – 9:00 pm (126 total hours)

Services Provided:

1 week/40 hour internship experience. Students will also receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

Tuition/Cost/Fees: \$1,450 plus \$153 for books and supplies

Medical Office Assistant

Training Provider: *Wayne-Finger Lakes BOCES, Adult & Continuing Education
Career Centers*

Address: Career Resource Center
One Franklin Square
Geneva, NY 14456

Phone: (315) 781-7820

Web: www.wflcontinuinged.org

Program Description:

Learn to assist physicians with patients and/or to provide clerical support in a medical facility. Topics include medical office procedures in filing, financial records, health insurance, communication skills, transcription, and medical terminology. Training in Windows and Microsoft Office is provided. Course content also includes anatomy, physiology, basic clinical skills, and an internship experience.

Program length/hours:

450 hours, Monday through Friday, 8:30 a.m. - 3:00 p.m.

Services Provided:

Internship, job readiness training and job placement services provided

Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

Tuition/Cost/Fees: \$2,800

Medical Secretary

Training Provider: *Rochester Educational Opportunity Center*

Address: 305 Andrews St.
Rochester, NY 14604

Phone: (585) 232-2730 Ext. 235

Program Description:

This program prepares students for employment as secretaries, transcriptionists, or assistants in medical/clerical settings. Courses include Grammar for the Office Professional, Business Math, Medical Terminology/Billing/Coding/ Transcription, Keyboarding, Business Communications, Customer Service, Records Management, Microsoft Word and Excel, CPR, Workforce Preparation and CPR.

Program length/hours:

30 weeks, Monday through Friday in a variety of time frames

Services Provided:

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

Application Requirements/Admission Process:

- Personal interview
- 18 years of age or older
- High school diploma or GED
- 8.0 grade reading skills and 8.0 grade math skills as measured by the TABE test
- Writing sample
- Economic eligibility guidelines

Tuition: Free to those who qualify

Medical Secretary/Transcriptionist

Training Provider: *Monroe #1 BOCES, Adult and Community Education*

Address: 41 O'Connor Rd.
Fairport, NY 14450

Phone: (585) 383-2293

Web: www.adulted.org

Program Description:

A comprehensive course for individuals wishing to work in medical offices as receptionists, secretaries, billing clerks, or transcriptionists. Students are trained in medical terminology, billing procedures, and medical office procedures. Also, students learn how to transcribe medical tapes using Microsoft Word. Students graduating from this program earn an average hourly rate of \$10.56 an hour. The published placement rate is 85%.

Program length/hours:

340 hours, 16 weeks, Monday-Friday, 8:00 a.m.-12:00 p.m.

Services Provided:

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; text included; fee-based child-care facilities.

Application/Admission Process:

Attend an orientation session and a testing session at which times application paperwork is completed. Must have high school level math, reading skills, and language skills and be able to type 30-words per minute. An intake interview is also required. Must be 18 years or older.

Tuition/Cost/Fees: \$3,570

Medical Terminology

Training Provider: *Wayne-Finger Lakes BOCES, Adult & Continuing Education
Career Centers*

Address: Flint Finger Lakes Technical & Career Center
3501 County Road #20
Stanley, NY 14561

Phone: (585) 526-4624 or (585) 526-6449

Web: www.wflcontinuinged.org

Program Description:

If you are considering a career in the health care industry, a knowledge of medical terminology is essential. Though medical terms are complex, there are easy to understand once separated into their components. Through lecture, discussion, and handouts, you will learn the prefixes, suffixes, and root forms of terms used in the field of medicine so the you will be able to use medical terms with insight, comprehension and precision. Emphasizing correct spelling and pronunciation, you will cover vocabulary relating to the major systems of the body.

Program length/hours:

750 hours, Tuesdays, 6:00 - 9:00 pm

Services Provided:

Job readiness training and job placement services provided

Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

Tuition/Cost/Fees: \$475

Medical Transcription

Training Provider: *Monroe Community College*

Address: Brighton Campus Damon City Campus
1000 E. Henrietta Rd. 228 East Main St.
Rochester, NY 14623 Rochester, NY 14604
(585) 292-2000 (585) 262-1600

Applied Technologies Center
2485 W. Henrietta Rd.
Rochester, NY 14523
(585) 292-3700

Phone: (585) 292-2200 (Admissions Office)

Web: www.monroecc.edu

Program Description:

This new certificate program prepares students for careers in the medical transcription field including working in physicians offices, hospitality and outpatient clinics, insurance companies, private dictation services or as independent contracts. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

Program length/hours:

33 credit hours consisting of 12 classes.

Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- HS diploma or equivalent
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Spelling, audio/listening skills and keyboarding proficiency
- Recommended high school courses for this program include English, Math and Biology

Tuition/Cost/Fees: \$105/per credit plus college fees, books and supplies

Medical Transcription

Training Provider: *Wayne-Finger Lakes BOCES, Adult & Continuing Education
Career Centers*

Address: Flint Finger Lakes Technical & Career Center
3501 County Rd. #20
Stanley, NY 14561

Phone: (585) 526-4624 or (585) 526-6449

Web: www.wflcontinuinged.org

Program Description:

Learn to transcribe histories, physicals, operative reports, discharge summaries, and consults using true-to-life simulation tapes. Medical ethics and the role of the medical professional will be discussed. A minimum typing speed of 30-wpm is recommended.

Program length/hours:

120 hours, Wednesdays, 5:30 – 9:30 p.m.

Services Provided:

Job readiness training and job placement services provided

Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

Tuition/Cost/Fees: \$750

Office Technology: Medical Secretarial

Training Provider: *Genesee Community College*

Address: One College Rd.
Batavia, NY 14020-9704

Phone: (585) 343-0055

Web: www.genesee.edu

Program Description:

Medical Secretaries utilize specific knowledge of medical terminology and hospital, clinic and laboratory procedures. Changes in federal rules of reimbursement for Medicare and Medicaid and the development of computerized billing have resulted in the need for increasing numbers of specially trained staff. This program is designed to prepare individuals with specialized skills to enter the workforce as receptionists, insurance clerks, transcriptionist and office managers in medical settings. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

Program length/hours:

30 credit hours (10 courses)

Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

Tuition/Cost/Fees: \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

Secretarial with Medical Transcription

Training Provider: *Genesee Valley BOCES*

Address: 27 Lackawanna Avenue 8250 State Road
Mt. Morris, NY 14510 Batavia, NY 14020

Phone: (585) 658-7823 (585) 344-7788
Maryanne Roby John Cima

Web: www.gvboces.org

Program Description:

Program includes training in Microsoft Work, Excel, Access, medical terminology, health insurance forms, medical transcription and bookkeeping and prepares students for clerical positions in the medical field.

Program length/hours:

572 hours, Monday through Friday, 8:30 a.m. – 3:00 p.m.

Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

Application/Admission Process:

An intake interview with a counselor and basic skills testing are required. Minimal reading and math skills vary depending on program.

Tuition/Cost/Fees: \$3,275 (2003-2004)