



Training Plan

General Office, Medical Office, Billing and Coding

12 Months

Program Information:

The order and duration of each topic can be adjusted to meet the needs of each individual student. The program is designed to work at the student's pace, allowing them to reach a functional level of usage at a speed that is comfortable for them. However, students must maintain progress and participate to the best of their abilities. The one-on-one instruction during the student's scheduled class time provides an individualized approach to learning, allowing for tailored support and attention. This approach helps to ensure that students can effectively develop the skills and abilities they need

MS Office:

The Microsoft Office Suite training program focuses on the essential tools used in the business world. Students will learn Word, Excel, PowerPoint, Access, and Outlook, starting with the basics and advancing to more complex concepts. The objective of the course is to equip students with the necessary skills and knowledge to effectively use these programs and increase their job prospects in the market.

Keyboarding/Ten Key:

The training program involves daily keyboarding practice and occasional 10-key practice. The typing goals for the course are 35 words per minute and 130 characters per minute.

Customer Service:

The course teaches students how to assist customers with inquiries and problems in call centers, help desks, tele service centers, and online. It covers topics such as user interfaces and behavior, hardware and software systems, customer interaction skills, telephone and email communication, data entry, and database and internet search and retrieval. The aim is to provide students with the skills to effectively assist customers in a frontline customer service role.

Job Search:

The Job Preparation Service includes creating resumes and cover letters, finding job leads, applying, and interviewing for work, using the skills and resources obtained during the training program.

Medical Office, Billing and Coding:

The Medical clerical course covers basic medical terminology with daily quizzes, medical billing by completing HCVA-1500 forms on the computer. Upon completion, the student should have a good understanding of basic medical terminology, proficiency in using coding books and online resources to look up codes, and the ability to accurately fill out HCVA-1500 billing forms.

Cost:

- \$17,400.00 Tuition - Excluding other fees listed, tuition is all-inclusive for \$1,400 per month plus \$50 to ensure internet access is available and not disrupted during plan. Tuition includes a specially configured laptop and devices described at the end of the training plan.
- \$150.00 \$150 Medical Insurance, Billing and Coding Books.
- 250.00 Equipment setup, shipping and securing the start date.



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\$17,650.00 Total

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
Medical Office, Billing and Coding: Medical Roots
MS Office: MS Word: Opening documents, editing, saving

Week 3

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Roots
MS Office: MS Word: creating business letters, creating reports

Week 4

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Roots
Medical Office, Billing and Coding: Medical Suffixes
MS Office: MS Word: creating business letters, creating reports

Week 5

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Suffixes
MS Office: MS Word: creating business letters, creating reports

Week 6

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Prefixes
Medical Office, Billing and Coding: Medical Suffixes
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling
MS Office: MS Word: creating business letters, creating reports

Week 7

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Prefixes
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 8

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Prefixes
Medical Office, Billing and Coding: Medical Terminology
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling



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Week 9

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Terminology
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 10

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Abbreviations
Medical Office, Billing and Coding: Medical Terminology
MS Office: MS Excel: Opening documents, editing, saving
MS Office: MS Outlook: Creating contact lists, using email, attaching files, calendar scheduling

Week 11

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Abbreviations
MS Office: MS Excel: Opening documents, editing, saving

Week 12

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Health Insurance Introduction
Medical Office, Billing and Coding: Medical Abbreviations
MS Office: MS Excel: Opening documents, editing, saving

Week 13

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Office Careers
MS Office: MS Excel: Opening documents, editing, saving

Week 14

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Forms, Set 1
Medical Office, Billing and Coding: Medical Office Careers
MS Office: Computer: MS Windows basics, security
MS Office: MS Excel: Opening documents, editing, saving

Week 15

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Laws & Ethics
MS Office: Computer: MS Windows basics, security



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Week 16

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Filing
Medical Office, Billing and Coding: Medical Laws & Ethics
MS Office: Computer: MS Windows basics, security
MS Office: MS Access: Data entry into multiple tables

Week 17

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Filing
MS Office: MS Access: Data entry into multiple tables

Week 18

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Filing
Medical Office, Billing and Coding: Medical Forms, Set 2
MS Office: MS Access: Data entry into multiple tables

Week 19

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Types of Health Insurance
MS Office: MS Access: Filing: Alphabetic Rules.

Week 20

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Medical Forms, Set 3
Medical Office, Billing and Coding: Types of Health Insurance
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

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: The Patient Experience
MS Office: MS Access: Filing: Final exam

Week 22

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Intro to Medical Coding
Medical Office, Billing and Coding: The Patient Experience
MS Office: MS Access: Filing: Final exam
MS Office: MS Word: creating business letters, creating reports



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Week 23

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Textbook Chapter Reviews
MS Office: MS Word: creating business letters, creating reports

Week 24

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CMS 1500 Form Intro
Medical Office, Billing and Coding: Textbook Chapter Reviews
MS Office: MS Word: creating business letters, creating reports

Week 25

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Claim Submission Methods
MS Office: MS Word: Tabs, Margins, Indents

Week 26

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: Claim Submission Methods
Medical Office, Billing and Coding: Reimbursement & Compliance
MS Office: MS Word: Tabs, Margins, Indents

Week 27

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Overview
MS Office: MS Word: creating business letters, creating reports

Week 28

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
Medical Office, Billing and Coding: ICD-10-CM Overview
MS Office: MS Excel: Formulas, Formatting
MS Office: MS Word: creating business letters, creating reports

Week 29

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Excel: Formulas, formatting

Week 30

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Excel: Formulas, formatting



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Week 31

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Excel: Formulas, formatting

Week 32

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Excel: Formulas, formatting
MS Office: MS Word: creating business letters, creating reports

Week 33

Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Access: Forms and Reports

Week 34

Customer Service: Customer Service: phone etiquette, answering calls, dealing with customers
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT & HIPAA Introduction
Medical Office, Billing and Coding: ICD-10-CM Coding
MS Office: MS Access: Forms and Reports

Week 35

Customer Service: Customer Service: phone etiquette, answering calls, dealing with customers
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Modifiers
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 customers
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Evaluation Management
Medical Office, Billing and Coding: CPT Modifiers
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: CPT Coding
MS Office: MS Access: Queries, entering and correcting data in tables



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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: CPT Coding
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
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
Medical Office, Billing and Coding: CPT Coding
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: CPT Coding
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: CPT Coding
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: CPT Coding
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: Coding Chapter Reviews
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: Coding Chapter Reviews
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: NCCT Practice Test
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: NCCT Practice Test
Medical Office, Billing and Coding: NCCT Registration
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: NCCT Online Practice Test
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: NCCT Online Practice Test
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
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
MS Office: Review of MS Office including testing over programs



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Week 51

Job Search: Resume and Cover letter development
Keyboarding/10-Key: Daily practice using Mavis Teaches Typing Tutorial
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

Equipment Provided by Office Careers:

The cost of training plans includes the essential equipment needed for remote or onsite classes. Laptops provided by Office Careers are pre-configured for online communication and remote access. To minimize the loss of class days due to technical issues, Office Careers will provide backups and safety features. A secondary monitor, wireless keyboard, and mouse are provided. Office Careers will arrange for internet service, including covering the cost for service in the student's home. The equipment is the property of Office Careers until a student completes their training plan.