PROGRAM DESCRIPTION

This 36-week program will prepare students for an entry level position in a medical office setting. This program will instruct students in multiple aspects of medical office procedures, including terminology, anatomy & physiology, insurance processing, billing and coding, phlebotomy, basic employment skills, as well as instruction as a Nurse Aide. Upon completion of the training students will have skills to work in a doctor’s office, hospital or long-term care facility as a medical office assistant and/or Nurse Aide.

COURSE OUTLINE

- Microsoft Office 2013 Introductory
- Introduction to Anatomy & Physiology
- Keyboarding I
- Medical Terminology
- Medical Billing and Coding
- Medical Office Procedures
- Nurse Aide Training
- Phlebotomy
- EKG

Tuition

- $14,500.00
  - Includes
  - Books
  - Materials

Hours

- 36 weeks,
- Monday thru Friday
- 8:00 a.m. to 2:00 p.m.
  or
- Monday-Thursday
- 8:00 a.m. to 2:45 p.m.

Pre-Employment Skills

- Communication Skills
- Teambuilding
- Personal Development
- Business Ethic
- Employment Expectation.

For More Information, Contact the Lackawanna College Training Institute | phone 570.504.1586 |