PROGRAM DESCRIPTION

This 25-week program provides individuals with training in the following areas, Medical Terminology and Anatomy & Physiology. The student will be able to acquire a responsible entry-level position in a medical office or hospital setting as a medical secretary, medical billing clerk, and medical office assistant.

COURSE OUTLINE

- Microsoft Office 2013
- Keyboarding I
- Medical Terminology
- Anatomy & Physiology
- Insurance
- Medical Billing and Coding
- Job Finding Skills
- Phlebotomy
- EKG

Tuition

- $6,000.00
- Includes Books and Materials

Hours

- 25 weeks
- 625 total hours
- Monday thru Thursday from 8:00 a.m. to 2:45 p.m.

Pre-Employment Skills

- Communication Skills
- Teambuilding
- Personal Development
- Business Ethics
- Employment Expectation

For More Information, Contact Lackawanna College Continuing Education | phone 570.504.1486 | 1.877.346.3552