



Information Management with Medical Billing and Coding Certification

Qualifications: Students must have High School Diplomas or GED



Curriculum

This one-year certificate program is designed to give the student a full understanding and knowledge of Microsoft Office, including Introduction to Computers and Advanced Computers. In addition, each student will receive instruction in Business Communications, Human Resource Management, Introduction to Management, Math of Finance, Accounting 1 & 2, Quickbooks, and Customer Service Skills. The students will also be prepared to take the MOS Certification exam for each program application.

Upon successful completion of this comprehensive program, the student will have the skills to obtain employment as a hospital receptionist, dental secretary, medical record and health information technician, along with many other options within the health industry.

Tuition

- \$26,520.00
- 25 Hours Per Week
- 1600 Hours/68 weeks

Schedule

- Monday-Thursday 8am-2:45pm
- (Schedule is subject to change)

Text

- Microsoft Office Introductory-Shelly Cashman Series
- Microsoft Office Intermediate-Shelly Cashman Series
- College Accounting Chapters 1-15 Heintz Parry
- College Accounting Study Guide and Working Papers Chapters 1-15 Heintz Parry
- Effective Communications for Colleges-Brantley and Miller
- Customer Service Skills for Success-Lucas
- Practical business Math Procedures
- HR4 Management
- Introduction to Management

Course Schedule

- Weeks 1-12: Introductory & Advanced Computer Applications
- Weeks 13-17: College Accounting with Quickbooks
- Weeks 18: Customer Service Skills
- Weeks 19-20: Business Communications

For more information, please contact the Lackawanna College Training Institute at (570) 504-1586.