



Two Career Areas: Medical Administrative; and Business Office Support

The **Medical Administrative** field includes the increasingly important areas of Medical Billing/Coding and (EHR) Electronic Healthcare Records Office Assistant. These areas of the Healthcare Industry are becoming rapidly more critical to the delivery of Healthcare. The role of Medical EHR Administrative positions has expanded to include updating, managing, and protecting the privacy of the patient's medical record. All aspects of Healthcare depend on these positions on a day to day basis. Some of the work settings are: hospitals, doctors' and dentists' offices, clinics, nursing homes, and medical insurance companies. Although work procedures may differ from place to place many seek employees with skills related to competency, accuracy, and attention to detail and the ability to master medical terminology and technology.

Bookkeeping and Office Support are areas that every business needs. The demand for these jobs has increased with advances in technology, and more complicated business procedures. Competent Bookkeeping and Office professionals need to know how to handle multiple responsibilities and be detailed orientated. Some of the duties involved in these professions are: working with business productivity tools, accounting, preparing accounts payable and receivable, payroll, and financial reports. Analytical skills are an asset in these positions and contribute to the success of an office professional.

After completing the program you could go on to obtain further certifications:

- **QuickBooks Certification**
(Business Office/ Bookkeeping)
- **Microsoft Excel Certification**
(Business Office/ Bookkeeping)
- **Microsoft Office Specialist Certification**
(Business Office/ Bookkeeping)
- **Certified Professional Coder (CPC®)**
(Medical Coding/Billing Healthcare Office)
- **Certified Professional Coder-Hosp. Outpatient (CPC-H®)**
(Medical Coding/Billing Healthcare Office)
- **Certified Professional Coder-Payer (CPC-P®)**
(Medical Coding/Billing Healthcare Office)



MCCWDTA/ACT

*It all comes down
to one word:
"Transformation"*

www.capecod.edu/web/act



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ACCELERATED CAREER TRAINING



The MCCWDTA is a grant initiative designed to transform the delivery of education and training programs to qualified students. MCCWDTA is about innovation, collaboration, integration and system change with the goal of building statewide capacity to deliver high quality education and training programs that lead to attainment of credentials and employment.

You may be eligible for the program if:

- You are unemployed or underemployed and need a quality professional position
- You always wanted to go back to school and NOW is the time
- You are looking for an accelerated program to qualify you for immediate career opportunities
- Priority qualifications include: Veterans and eligible spouses, dislocated workers (TAA), single parents, older or disabled workers.

Certificates Offered

1. **Medical Receptionist Certificate** (18 credits)
Medical Front Desk, Receptionist, Billing, Health Insurance Clerk
2. **Bookkeeping Clerk Certificate** (18 credits)
Front Office Clerk, Customer Service Agent, Business Office Assistant
3. **Medical Coding & Billing Certificate** (29 credits)
Medical Coder, Medical Billing Specialist, Patient Accounts Specialist
4. **Computerized Accounting Certificate** (27 credits)
Bookkeeper, Accounting Assistant, Office Manager



Financial Aid & Tuition Assistance

Students enrolled in the program may qualify for Financial Aid. You must fill out your FAFSA (Free Application Federal Student Aid) financial aid form online at www.fafsa.ed.gov in order to cover your tuition costs.

You will need to register for your PIN and you will also need your current Tax Returns to refer to. The Financial Aid office will be glad to assist you.



Career Support and Placement Services

- Identification of your skills and abilities
- Guidance in Developing a Career Plan
- Exploration of career goals
- Permanent academic advisor throughout your enrollment in the program
- Help with planning your academic schedule
- Monitoring your progress through the program
- Practical training in industry practices
- Active assistance in job placement after graduation

Other sources of tuition may be located through:

- Veterans Assistance Programs
- TAA Section 30 funds
- Career Opportunities Grants
- Mass Rehab funding, or other sources of workforce training initiatives.

Get complete program information here:

www.capecod.edu/web/act

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This workforce solution is 100% funded by a grant awarded by the U.S. Department of Labor, Employment and Training Administration, TAACCCT grant agreement # TC-22505-11-60-A-25. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. Massachusetts Community Colleges are equal opportunity employers. Adaptive equipment is available upon request for persons with disabilities.