

FAMILY RESOURCES COMMUNITY ACTION

Employment & Training Center

Healthcare Reimbursement Specialist Job Training Program

Graduates of this program will be trained to become Medical Records and Health Information Technicians, Medical Billers, Bill and Account Collectors, and Medical Secretaries.

ELIGIBILITY

DLT, DHS & ORS Clients May Qualify for Free Training

WHEN

Classes are held weekdays Monday-Friday from 9-3:30pm.
12 Week Training Program

Dates for this program:

02/28/11 to 05/27/11

05/02/11 to 07/22/11

05/16/11 to 08/05/11

07/11/11 to 09/30/11

07/25/11 to 10/14/11

09/19/11 to 12/16/11

10/03/11 to 01/06/12

WHERE

Family Resources Community Action
Employment & Training Center
55 Main Street
Woonsocket, RI 02895

FOR MORE INFO

CONTACT

Joseph Potenza
401.235.6016
jpotenza@famresri.org

VISIT US ON THE WEB

www.famresri.org



WHAT YOU WILL LEARN

- How to complete CMS-1500 claim forms for various insurance payers
- HIPAA regulations
- Customer service and critical thinking skills
- How to utilize an electronic health record system
- Medical Manager Billing Software
- ICD-9, CPT & HCPS coding manuals
- Word & Excel at a beginner to intermediate level
- Medical Terminology using Dean Vaughn & Delmar Flash systems
- Career Preparation Skills

Certifications available in the Healthcare Reimbursement Specialist training program include:

Electronic Health Record

Healthcare Reimbursement Specialist

Critical Thinking

Customer Service

**Information Sessions
Are Held
Every Wednesday at 3pm.**

We have what it takes to get you back on the employment track!



FAMILY RESOURCES COMMUNITY ACTION

Employment & Training Center

Administrative Office Management

Job Training Program

Graduates of this program will be trained to become Administrative Assistants, Receptionists, Customer Service Representatives, and Secretaries.

WHAT YOU WILL LEARN

- How to effectively utilize technology for correspondence, research and business projects
- Customer service, critical thinking, project and time management skills
- Microsoft Office-Word
- Microsoft Office-Excel
- Essential elements of email
- Keyboarding
- Business math and filing techniques
- Career Preparation Skills

CERTIFICATIONS AVAILABLE

Microsoft Application Specialist

Critical Thinking

Customer Service

Medical Office Administration

Job Training Program

Graduates of this program will be trained to become Medical Secretaries, Receptionists, Front Desk Office Staff, and Medical Office Managers.

WHAT YOU WILL LEARN

- How to effectively utilize technology for correspondence, research and business projects
- Customer service, critical thinking, project and time management skills
- Microsoft Office Word & Excel, Email and keyboarding at a beginner through intermediate level
- HIPAA regulations
- Medical terminology (Dean Vaughn & Delmar Flash)
- Business math and filing techniques used in the medical field
- Career Preparation Skills

CERTIFICATIONS AVAILABLE

Medical Administrative Assistant

Critical Thinking

Customer Service

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