

Skills learned in our medical courses can lead to many career opportunities. Many jobs in the medical community are expected to have above average growth according to the U.S. Bureau of Labor Statistics.

- ◆ **Medical Insurance Coder / Biller** works with patient charts to code the doctor's diagnoses and procedures for each visit. May input patient data into computer, process claims, payments, verify insurance benefits or audit charts.
- ◆ **Medical Receptionist**—duties could include greeting patients, answering phones, scheduling patients, typing correspondence, data entry, or filing.
- ◆ **Medical Executive Assistant** responsible for some of the same activities as the medical receptionist with added responsibilities such as transcribing, creating spreadsheets and PowerPoint presentations.
- ◆ **Administrative Medical Assistant** duties may include, filing insurance claims, verifying insurance benefits, following up on claims, and entering various data into spreadsheets or electronic health records. Day-to-day office functions are part of a medical administrative assistant's tasks.

**To enroll in a program, please call
(925) 634-2565**



“BE ALL YOU CAN BE”



**Liberty Adult Community
Education**

929 Second Street
Brentwood, CA 94513
Phone: 925-634-2565
www.libertyadulthood.org

**Liberty Adult
Community
Education**

**Medical
Certifications**



**WASC
Accredited**

“We Make It Happen”

Medical Certifications Available

20 Weeks

Medical Insurance Coder / Biller

Customer Relations, Communication, and Career Strategies
Electronic Health Records Using SimChart for the Medical Environment
Human Anatomy and Physiology
Keyboarding, 35 wpm
Medical Coding Principles I & II
Medical Terminology
MS Office Essentials



20 Weeks

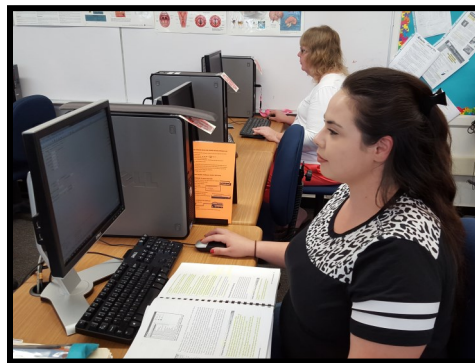
Administrative Medical Assistant (PM Only)

Computers in the Medical Office
Medical Office Procedures

30 Weeks

Medical Receptionist

English for the Workplace
Customer Relations, Communication, and Career Strategies
Keyboarding, 35 wpm
Medical Office Procedures Using Medisoft Electronic Health Records
Medical Coding Principles I
Medical Records Management
Medical Terminology
MS Office Essentials
Workplace Math



40 Weeks

Medical Executive Assistant

Customer Relations, Communication, and Career Strategies
Electronic Health Records Using SimChart for the Medical Environment
English for the Workplace
Excel-Beginning through Advanced
Human Anatomy and Physiology
Keyboarding, 50 wpm
Medical Terminology
Medical Coding Principles I
Medical Records Management Outlook
PowerPoint-Level I
Proofreading and Editing
Ten-Key, 200 spm
Word-Beginning through Advanced
Workplace Math

