

EMPLOYMENT ASSISTANCE

The **EDUCATION AND TECHNOLOGY INSTITUTE** offers lifetime Employment Assistance. Every program at ETI includes credit hours in Profession Development preparing our students for their new career. Placement personnel assist students in developing resumes, preparing for job interviews, and maintaining job search activities.

Our commitment to the student's success does not end at graduation, but continues throughout his/her professional career.

HOW WE DO IT!

The **EDUCATION AND TECHNOLOGY INSTITUTE** provides:

- ◆ Small class size
- ◆ Hands-on training
- ◆ State-of-the-art equipment
- ◆ Qualified faculty
- ◆ Job placement assistance

Call for an appointment today:

(724) 836-2395

Or check out our website at:

www.eti.edu

Or e-mail us at:

admissions@eti.edu

Or visit us at:

**219 Donohoe Road
Greensburg, PA 15601**

**A Division of the Private Industry
Council of Westmoreland/Fayette, Inc.**

Education and **T**echnology **I**nstitute



MEDICAL CODER/BILLER

PROGRAM

*“Training Today’s People
for Tomorrow’s Technology”*

Licensed by:

The Pennsylvania State
Board of Private Licensed Schools

*~Accredited by the Accrediting Council for
Independent Colleges & Schools~*

Do You Need Help Preparing for Today's Job Market?

Do You Want the Training Necessary to Begin a Career?

If you answered "YES!" to these questions, contact the **EDUCATION AND TECHNOLOGY INSTITUTE** and let us help you:

Boost Your Job Marketability!

And

Increase Your Earning Potential!

The **EDUCATION AND TECHNOLOGY INSTITUTE**, located in Greensburg, PA, is an adult training facility specializing in preparing graduates for professional career opportunities.

COURSE DESCRIPTION

MEDICAL CODER/BILLER is a 6 month (37 ½ credit) diploma program that prepares students for entry-level positions in medical coding and billing. Comprehensive instruction in CPT Medical Coding, ICD-9 Coding and billing practices prepare our students for even the most challenging medical office environment. ETI classes incorporate the latest computer software to ensure that our students master necessary job skills to remain competitive in today's workforce.

Career opportunities for our graduates include medical records coder/clerk or medical biller with medical facilities including hospitals, physicians' office, health-care facilities, mail-order pharmacies and long-term care facilities.

Detailed information about course offerings is available in the school catalog.



REQUIREMENTS

- ◆ High school diploma or GED
- ◆ TABE D assessment

COURSE OUTLINE

- ◆ ICD Medical Coding
- ◆ CPT Medical Coding
- ◆ Medical Terminology/Anatomy and Physiology I and II
- ◆ Computerized Medical Billing I & II
- ◆ Medical Insurance Documentation
- ◆ Medical Keyboarding I
- ◆ Medical Office Administration
- ◆ Computer Applications
- ◆ Medical Course Project
- ◆ Business English
- ◆ Professional Development I and II