

Elk Grove Adult and Community Education

Medical Office Assistant, Billing & Coding

Career Technical Training Program
Training productive workers and life-long learners

Enrolling NOW!

Prepare now for jobs in the medical office environment. Learn insurance billing procedures and master ICD-9 and CPT coding.

20-Week Course/600 Hours

Course includes:

Medical Terminology
Anatomy & Physiology
Medical Insurance Billing
ICD-9 and CPT Coding
Keyboarding and Data Entry
10-Key by Touch
Medisoft™ Billing Software
Internet & Email Basics
File Management
Microsoft Word and Excel
Business Writing
Mathematics
Office Etiquette and Customer Service
Communication Skills
Telephone Procedures
Alphabetic Indexing & Filing
Resume Critique
Interview Skills

Monday - Friday
8:00 AM - 2:30 PM

Student externships available

Possible job titles to apply for once completing the course: Medical Receptionist, Scheduler, Biller, Coder, Collections.

Institution approved by approving agency to train veterans and other eligible individuals.

Next class begins February 9

Course Fee, Books
and Materials \$1,995

For more information
and to register for an
orientation,
call (916) 686-7717
Ext. 7820

8401-B Gerber Road,
Sacramento, CA 95828
www.egusd.net/adulted

EGACE
Elk Grove Adult and Community Education
diversity • commitment • success