Medical Administrative Assistant with Billing and Coding Program

Program Duration: 6 months

|  |  |  |
| --- | --- | --- |
| **Course Sequence** | **Lessons** | **Suggested Study Schedule** |
| Medical Terminology |  |  |
|  | Lesson 1-4 | Week 1 |
|  | Lesson 5-8 | Week 2 |
|  | Lesson 9 - 12 | Week 3 |
|  | Lesson 13 - 16 | Week 4 |
| Medical Coding |  |  |
|  | Lesson 1-4 | Week 5 |
|  | Lesson 5-7 | Week 6 |
|  | Lesson 8 -11 | Week 7 |
|  | Lesson 12 -14 | Week 8 |
|  | Lesson 15-18 | Week 9 |
|  | Lesson 19-21 | Week 10 |
|  | Lesson 22-24 | Week 11 |
| Medical Billing |  |  |
|  | Lesson 1 -3 | Week 12 |
|  | Lesson 4-6 | Week 13 |
|  | Lesson 7-9 | Week 14 |
|  | Lesson 10-12 | Week 15 |
|  | Lesson 13 – 14 + revoew | Week 16 |
| Medical Office Management |  |  |
|  | Lesson 1 -2 | Week 17 |
|  | Lesson 3-4 | Week 18 |
|  | Lesson 5 | Week 19 |
|  | Lesson 6-7 | Week 20 |
|  | Lesson 8 | Week 21 |
|  | Lesson 9-10 | Week 22 |
|  | Lesson 11-12 | Week 23 |
|  | Lesson 13-14 | Week 24 |
|  | Lesson 15 | Week 25 |
|  | Lesson 16 + review | Week 26 |

* The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
* Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
* We recommend students to follow the course sequence in the order listed above.