

# Become a Medical Office Assistant

A High Growth Occupation with many Career Opportunities

Medical Secretary  
Medical Office Assistant  
Medical Records Clerk  
Hospital Clerk

Administrative Assistant  
Medical Biller  
Medical Coder  
Medical Transcription

Secretary  
Work Processor  
Unit Clerk



## You may be eligible for 100% Free Tuition!

- ✓ If you are between the ages of 18 and 21, and
- ✓ If you live in DuPage, Kane, Kendall, or DeKalb county,



you could be eligible for Medical Office career training at no cost through your local Illinois workNet Center.

**Call Now to Find Out!**

**1.630.637.8681**

## First Institute's Medical Office Program

The Medical Office program is designed to prepare students for a career in healthcare. Students will be able to perform many functions in a medical office, including setting appointments, organizing patient files and information, completing insurance forms and information, patient billing, and medical coding. Students will be prepared for a career in a doctor's office, hospital, or medical clinic.

### Curriculum

Medical Records	40 hours
Medical Administration	40 hours
Information Coding	80 hours
Medical Billing	80 hours
Computer Billing	80 hours
Office Communication	40 hours

Total: 9-10 Weeks

### Other Assistance Available

- Get paid while you attend class
- Transportation assistance
- Day care assistance
- Job placement assistance after you graduate



FIRST INSTITUTE  
Training & Management, Inc.

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