



MEDICAL RECORDS & BILLING SPECIALIST (MRBS)

Medical Records and Billing Specialists (MRBS) are key staff members who navigate the insurance process, understand coverage, verify benefits, apply codes for billing and often work with patients to explain invoices.

This 485 hour program is delivered over 23 weeks and includes a hands on internship at a local medical practice. Students will learn medical terminology, become familiar with the general workflow of a medical practice, gain an understanding of medical insurance and billing and will learn PC skills such as keyboarding and basic use of electronic health records.

A student successfully completing this program will receive a certificate from both Tec Centro Lebanon and Reading Area Community College (RACC), and will be prepared to take the American Academy of Professional Coders (AAPC) examination for Certified Professional Coder (CPC).

Academic program provided by Tec Centro Lebanon in partnership with Reading Area Community College (RACC).

SCAN TO JOIN THE INTEREST LIST



ELIGIBILITY

- 18 Years or Older
- Lebanon County Resident*
- Authorization to work in US
- Acceptable English Proficiency
- Acceptable Background Checks

STUDENT INVESTMENT

- Investment Fee
- Uniforms
- Clearances and Health forms
- Examination fees**

CONTACT US

Phone Number:
717-708-3030

Website:
www.wepaempowercenter.org

MEDICAL RECORDS AND BILLING SPECIALIST



PROGRAM SCHEDULE

March - August

Monday - Thursday 9:00 am - 3:30 pm
6 month full-time day program

PROGRAM COSTS

- Investment Fee
- Uniforms
- Clearances
- Health forms

PROGRAM OUTLINE

WEPA Tec Centro Lebanon Courses

- Workplace Essentials
- Financial Wellness
- Employment Preparation

RACC instructed program

- Business English 1 & 2
- Medical Terminology 1, 2 & 3
- Intro to Insurance
- Medical Office Procedures 1 & 2
- Keyboarding 1 & 2
- Medical Insurance and Coding 1 & 2
- SimChart
- Internship at Medical Facility



ELIGIBILITY REQUIREMENTS

- 18 years of age or older
- Lebanon County Resident* (Residency will be established by distance to the nearest Tec Centro)
- English assessment score cutoff: Level 6
- Acceptable Background clearances
- Authorization to work in the US.
- Career counseling session & interview with Tec Centro Lebanon Career Navigator

PROGRAM REQUIREMENTS

- Health physical and Immunization records
- TB spot test, QuantiFERON Blood work, **or** Chest X-Ray
- Background clearance: FBI fingerprints*, PA State Police Background, Child Abuse Background

PROGRAM ENROLLMENT DETAILS

- **Limited availability:** Space is limited to 6 spots and are filled on a first come-first served basis.*
- **Minimum requirement:** Classes must meet the minimum enrollment of 4 students. If this minimum is not met the class may be postponed.
- **Waitlist option:** If the class is full and you have submitted some or all of your documents, you will be placed on a waiting list and/or given priority in the next class.
- **Deadline:** All documents are due by the established deadline, failure to do so may delayed entrance to a program.
- **Investment fee:** Investment fees are required to reserve your spot and are non-refundable.
- **Complete enrollment:** Complete enrollment is confirmed after all required documents are submitted.

***** Admission and scholarship to our programs are not guaranteed *****



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