Online Career Training

Healthcare Careers Designed To Help Improve Your Life
World Class Training

- We are committed to helping learners like you gain the skills they need to be successful in the workplace and improve their lives through affordable education.
- Over 150,000+ learners have gone through Career Step
- We provide training for several of the most respected healthcare employers in the nation
- Our learners enjoy an 84% Job placement rate

“When I enrolled, I did not know I would be making the best professional decision of my life. . . . Within 3 weeks of graduation, I had 4 job offers. I took a great job with an amazing company and get up every morning excited to go to work.” –Kathia, Pennsylvania

https://www.careerstep.com/media-library/career-step-intro-video
SUNY Ulster County Community College partners with Career Step to offer the following rewarding career programs:

- Professional Medical Coding and Billing
- Medical Transcription Editor
- Medical Assistant with Clinical Externship
- Medical Administrative Assistant with EHR
- Medical Billing
- Healthcare IT
- Inpatient Auditing
- Microsoft Office 2016
Curriculum and Practicum
- Learn to do the job
- Prepare for national certifications and industry employment
- Pass the Final Exam and receive a voucher for national certification

Learner Support Services
- Trainers with industry certification
- Trainer Appointment Scheduling Tool
- Learner Support
- Multi-touch points in group settings and one-on-one sessions
- Career Step Community Access

Career Support
- Resume building
- Interview coaching and planning
- Job Notifications
- 90% of Honors and High Honors have positions within 60 days

Corporate Partners
- Industry relationships
- 158+ employers using Career Step’s pre-employment testing
- 900+ companies hiring program completers
Access to Career Step’s Network of Employers
Professional Medical Coding and Billing

Medical coders assign standardized codes to tests, treatments and procedures and then medical billers send the coded reports to insurance providers and patients to collect payment. Job skills include an in-depth understanding of medical terminology and anatomy in order to correctly assign codes, familiarity with the standardized code sets, great research skills, and knowledge of the healthcare reimbursement process.

WHY MEDICAL CODING AND BILLING?

- Investigative Personality
- Enjoys collaborating with others
- Opportunities for advancement
- Long-term healthcare career

WHY OUR TRAINING?

- Voucher to sit for one of the following exams:
  - CCA, (AHIMA)
  - CPC-A, COC-A (AAPC)
  
  AAPC membership required prior to taking certification exam. Contact AAPC for details.
- ICD-10 expertise
- Leading providers of healthcare services use this training
- One-year learner membership to AHIMA with enrollment

PROGRAM STATS

- Training Timeline: 390-445 hours
- Average Salary: $52,600/yr
- Certification: 82% pass rate for CCA; 86% pass rate for CPC
- Job Market: 13% employment growth by 2026

PRICE $3,699

Course includes:

- Exam voucher ($325 value)
- 4 industry codebooks
- One-year AHIMA learner membership: New member orientation, (11) development journals, e-newsletters, products, services, updates, toolkits for practice, industry articles, legislative voice, etc
- 1:1 Trainer and Advocate support
- Laptop included with full payment
Medical Coding and Billing Program Success Story

• “I was looking for something to prepare me for the coding certification exam that wouldn’t break the bank. I loved that the Career Step Trainers were available. Whatever questions I had along the way, I could ask them. Either through the forums or from the Trainers themselves, my questions were always answered. I got a call from the first place I applied to right away. They were very impressed with my resume, which had been revamped by Career Step career services support.”

• — Yulia, Inpatient Coder working from home with fixed hours of her own choosing
Medical Transcription and Editing

Type notes and reports from dictations created by healthcare providers after patient interaction. Job skills include typing, listening, light research, medical terminology and anatomy knowledge, and superb attention to detail.

WHY MEDICAL TRANSCRIPTION?
• Work at home
• Self motivated and Focused
• Flexible schedule
• Productivity-based income

WHY OUR TRAINING?
• AHDI-approved program
• Employer-trusted training
  • Waived experience requirements
  • Over 900 companies have hired our completers
• Hands-on experience
• 90% of completers work from home in their first position

PROGRAM STATS
• Training Timeline: 640 hours
• Average Salary: $35,700/yr
• Employment: 90%
• Job Market: Employers don’t have enough completers to meet entry-level hiring needs

PRICE $3,199
Course includes:
• RHDS exam voucher ($190 value)
• Transcription foot pedal
• AHDI Membership: webinars, online forums, products, conferences, etc.
• 1:1 Trainer and Advocate support
• Laptop included with full payment
Medical Transcription Program
Success Story

• “With Career Step’s online training, I could be flexible with the program and do it at my own speed when I had the time. It fit into our lives very smoothly. I like my medical transcription job because I have plenty of time throughout the day to play and read with my kids, and I’m right there if they need me at any time. And my transcription work is really interesting!”

• — Natalie, a work-from-home Medical Transcriptionist, military spouse and mother of three
Medical Assistant with Clinical Externship

Perform general patient care in healthcare facilities such as physician’s offices, hospitals, and clinics. Duties will vary by location but may include obtaining patient vital signs, taking measurements, administering oral and parenteral medications, performing wound care, assisting during procedures, performing and monitoring EKGs, and managing medical records.

WHY MEDICAL ASSISTANT?

• #5 in healthcare support jobs
• Enjoys helping others
• Flexible work environments
• Advancement opportunities

WHY OUR TRAINING?

• Preparation for the CCMA exam
• Fast training timeline to get you working in just a few months
• Clinical externship that includes patient care, medical office administration, phlebotomy, and EKG.

PROGRAM STATS

• Training Timeline: 640 hours
• Average Salary: $31,500/yr
• Job Market: 184,000 new jobs by 2026

PRICE $3,584 ($2,604 W/O EXT)

Course includes:

• CCMA certification exam voucher ($155 value)
• 130 hour externship at a local healthcare facility
• 1:1 Trainer and Learner support
• Laptop included with full payment
Medical Administrative Assistant with EHR

Responsibilities vary, but may include create and update patients’ electronic health records; manage day-to-day operations of a medical facility; scheduling and coordinating appointments; verifying patient insurance; completing and submitting insurance claims; preparing correspondence between medical providers and their patients; providing quality customer service to patients.

WHY MAA WITH EHR?
• Jobs available nationwide
• Can work in a number of roles at a healthcare facility
• Enjoys helping others

WHY OUR TRAINING?
• Be in the workforce in less than 3 months
• Focus on essential job skills
  • Learn necessary medical knowledge and office procedures
  • Train on ezEMRx software (and industry standard, government certified EHR software)

PROGRAM STATS
• Training Timeline: 3-6 months
• Average Salary: $33,700/yr
• Job Market: Over 129,200 new jobs expected by 2026

PRICE $3,199
Course includes:
• CMAA and CEHRS exam voucher ($230 value)
• 1:1 Trainer and Advocate support
• Laptop included with full payment
Medical Billers use the reports prepared by medical coders to bill insurance companies, Medicare and Medicaid, and patients. Job skills include an in-depth understanding of the healthcare reimbursement process, good communication skills, and familiarity with basic medical terminology.

**WHY MEDICAL BILLING?**
- Jobs available nationwide
- Great healthcare entry point
- Enjoy an office environment

**WHY OUR TRAINING?**
- Hands-on, experienced-base training
- Prepares you for CBCS Certification Exam
- 1-year membership to the American Medical Billing Association upon completion

**PROGRAM STATS**
- Training Timeline: 180 hours
- Average Salary: $38,000/yr
- Job Market: 27,800 new jobs by 2026

**PRICE $2,999**
- CBCS exam voucher ($115 value)
- 1-year membership to AMBA: newsletters, discounts, webinars, Q&A, updates, access to shared files, etc.
- 1:1 Trainer and Advocate support
- Laptop included with full payment
Healthcare IT

Handle the growing needs of healthcare facilities and providers. Responsibilities vary by location but may include installing and maintaining electronic health record systems, working as part of an internal IT team, and providing technical support to employees throughout a healthcare facility.

WHY HEALTHCARE IT?
- High industry demand
- Preparation for the future of healthcare
- Competitive salaries and benefits

WHY OUR TRAINING?
- Preparation for the CompTIA A+, CEHRS, and CMAA certification exams
- Fast training timeline to get you working in just a few months
- Placement help after graduation

PROGRAM STATS
- Training Timeline: 4-12 months
- Average Salary: $52,000/yr
- Job Market: 87,000 new jobs by 2026

PRICE $3,899
Course includes:
- CompTIA A+, CEHRS, and CMAA certification exam vouchers ($640 value)
- 24/7 access to online curriculum
- Free e-books
- 2 quick-reference guides for A+ exam study
- Computer repair toolkit
- 1:1 Trainer and Advocate support
- Laptop included with full payment
Inpatient Auditing

An inpatient auditor completes coding audits based on expert-level knowledge of ICD-10-CM/PCS and an in-depth understanding of healthcare laws and regulations. Auditors look for undocumented diagnoses and clinical indicators that indicate when a physician query is required. Job skills include tracking an issue to a solution, providing clear written communication, developing detailed reports and summaries, and presenting at all organizational levels.

WHY MEDICAL CODING AND BILLING?
- Career advancement
- Increased salary
- Rapid industry growth

WHY OUR TRAINING?
- Prepare to earn your CICA certification
- Employer-trusted education
- Affordable tuition
- Training on a variety of audits, including DRG and coding
- Hands-on audit practicum

PROGRAM STATS
- Training Timeline: 4-12 months
- Average Salary: $67,000 - $96,000/yr

PRICE $2,699
Course includes:
- Complete online access to expert-created curriculum
- The Compliance Officer’s Handbook
- The Essentials of Clinical Documentation Integrity (ebook)
- 1:1 Trainer and Advocate support
- Laptop included with full payment
Microsoft Office 2016 is used in business, academic, and home settings worldwide, and being able to use the software is an important life skill. With the Career Step Microsoft Office 2016 training bundle, you’ll have in-depth training on five core Microsoft Office applications.

**MICROSOFT BUNDLE 2016:**
- Microsoft Access
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook

**WHY OUR TRAINING?**
- Microsoft Office software focus
- Fast training timeline to get you working in just a few months
- Over 130 hours of comprehensive curriculum
- A full year of 24/7 online access to the curriculum
- Ten textbooks and five quick reference cards as additional resources
- Live student support from certified professionals
- Preparation for the Microsoft Office Specialist (MOS) Master credential.

**TUITION $499**
Course includes:
- 24/7 access to online curriculum
- Free e-books
- Hours: 121/130
- 1:1 Trainer and Advocate support
- Prepare for MOS certification – voucher not included
Featured program-
Professional Medical Coding and Billing

Thanks to the great training, I passed my CPC exam on the first try. It only took me two months to get my first coding job. I was also told that my employee entrance exam was one of the better ones they had come across in a long time. I owe it all to the intense and complete training.
- Jeannette, Career Step Completer

https://www.careerstep.com/media-library/career-profile-medical-coding-billing-video
Career Step Community Support

Hello, we're here to help!

Trending Articles
- Does Career Step Provide a 1099 Form for "Tees"?
- When will the enrollment for my Medical Assistant program?
- What did I get today?
- Do I need a Benchmark ID with my Medical Transcription Editor program?
- After I take my final exam, how long does it take for the scores to be recorded?

COMMON QUESTIONS

COURSE INFORMATION

TECHNICAL SUPPORT

CAREER DEVELOPMENT

HAVEN'T FOUND WHAT YOU'RE LOOKING FOR?

Ask the Community  |  Contact Career Step Support
Financing Your Future

• Pay in full with Career Step to receive a laptop
• 4 month no interest payment plan with Career Step
• 12 month 8% interest rate with Career Step
• 6 month interest free loan with through Pay Pal
• Local Bank or Credit Union private loan
• WIOA eligible – Check with school or local workforce office
Start Your Training Today

HTTPS://PARTNER.CAREERSTEP.COM/SUNYULSTER

• Begin your journey towards a rewarding new career!

Q & A