

## REASONS TO CHOOSE GC'S WORKFORCE PROGRAMS

- **Positive learning environment**
- **In-demand job training**
- **Hands-on learning**
- **Small class size**
- **Modern facilities**
- **Knowledgeable staff**
- **Experienced instructors**
- **Dedication to student success**

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**WE ARE CONVENIENTLY LOCATED WITH  
OUTREACH CENTERS THROUGHOUT  
THE COUNTY:**

### LOCATIONS

- 1 Main Campus**  
687 Mosser Road, McHenry, MD 21541  
301-387-3069
- 2 Career Technology Training Center (CTTC)**  
116 Industrial Drive, Accident, MD 21520  
301-387-3136
- 3 Community Aquatic & Recreation Complex (CARC)**  
695 Mosser Road, McHenry, MD 21541  
301-387-3786
- 4 Northern Outreach Center (NOC)**  
12601 National Pike, Grantsville, MD 21536  
301-387-3750
- 5 Southern Outreach Center (SOC)**  
14 N 8th Street, Oakland, MD 21550  
301-387-3770

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Garrett College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following office has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies ([www.garrettcollege.edu/equity-and-compliance](http://www.garrettcollege.edu/equity-and-compliance)):

**Office of Equity & Compliance** • 687 Mosser Road, McHenry, MD 21541,  
(301)387-3037 or [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu).

**GARRETT COLLEGE**  
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Attn: CEWD - Workforce Development  
687 Mosser Road • McHenry, MD 21541



## WORKFORCE TRAINING



**ALLIED HEALTH**

## Medical Billing & Coding

[www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd)    

## Program Overview

The Medical Billing and Coding field is one of the fastest growing professions in the healthcare industry! Being in the medical billing and coding field adds much flexibility to employment opportunities.

This program prepares students for an entry level position in a variety of healthcare facilities where industry trends and skills are vastly progressing. Through the combination of classroom theory and hands-on clinical experience, students will be prepared to sit for national certification through the American Academy of Professional Coder (AAPC) and enter the workforce.

### Program Courses:

- Medical Billing & Coding, Part I: Healthcare Documentation, Billing, Human Anatomy, and ICD-10 Coding (HM-513)
- Medical Billing & Coding, Part II: CPT and HCPC Coding (HM-514)
- Externship for Billing & Coding (HM-504)

### Time to Complete Program

Approximately 8 months for classroom instruction. Externship hours are online and self-paced.



**Our Mission** | The Continuing Education and Workforce Development Division will enhance the mission of Garrett College by providing lifelong learning through community education/personal interest courses, basic skills development and career training, and professional development/customized training solutions. We are committed to helping build a better community through collaborative efforts and partnerships.

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Call 301-387-3136 to obtain additional information  
**[www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd)**

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### Financial Aid Opportunities

Individuals may be eligible to receive financial aid assistance for programs offered through Garrett College Continuing Education & Workforce Development.

Over \$100,000 in scholarship funding is awarded annually through a variety of sources, including the Garrett County Commissioners, local agencies, and private donors from the Garrett College Foundation.

Both full and partial scholarships are available based on the applicant's residency, educational goals and financial need. For best consideration, students are highly encouraged to apply early! Continuing Education & Workforce Development scholarship applications must be submitted at least three weeks prior to the start of the applicant's selected program.

### Entry Information & Requirements

*Workforce programs offered through Garrett College Continuing Education & Workforce Development require the following for admission/entry into the program:*

- ▶ High School diploma or equivalent
- ▶ \$25.00 non-refundable registration fee
- ▶ Complete the TABE assessment prior to start of program
- ▶ Attend an Orientation and Information Session – contact 301-387-3136 to schedule

## Are you interested in Medical Billing & Coding courses?

For additional information, or to enroll in this program, please complete this inquiry card and mail to our office.

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Text: ☐

Email Address: \_\_\_\_\_

High School/College Name: \_\_\_\_\_

Program(s) of interest: \_\_\_\_\_

### Mailing Address:

Garrett College  
Attn: CEWD - Workforce Development  
687 Mosser Road  
McHenry, MD 21541

**ACCELERATED  
TRAININGS**  
FOR LASTING SUCCESS

