



Simi Institute for Careers and Education
Business/Computer Technology
is offering

Medical Office Procedures

Self-paced, Open Entry

Register for \$99

Includes: 3-months in classroom (time starts at date of registration)

Textbook provided for classroom use

The Medical Administrative Assistant	Medical Ethics, Law , & Compliance
Office Communications	Managing Health Information
Office Management	Insurance & Coding
Billing, Reimbursements & Collections	Finances

With Projects and Simulations using Medisoft 17



Simi Institute

FOR CAREERS & EDUCATION

Email Contact:

nancy.nibley@simivalleyusd.org

Register Now In person

Room 201

1880 Blackstock Avenue

Simi Valley, CA 93065

For more information call: 805.579.6200 ext. 1720