

East Los Angeles Skills Center



Division of Adult and Career Education

LAUSD

www.eastlaskillscenter.org

3921 Selig Pl.
Los Angeles, CA 90033
Phone: (323) 224-5970

Hours of Operation

Monday - Friday
7:30 a.m. - 4:00 p.m.
Saturdays
8:00 a.m. - 12:15 p.m.

**Empowering
Students**

Rev. 2/7/2020

HEALTHCARE ADMINISTRATION



- **Short-Term Training:**
~18 to 45 Weeks
- **Salary Range:**
\$26,620 - \$58,440
- **10 Year Outlook:**
+15% (88,300 jobs)
- **Career Titles:**
Medical Front Office Clerk,
Medical Receptionist, Medical
Biller, Insurance Biller, Medical
Coder, Patient Coordinator

Learn the following:

- The Language of Medicine
- Healthcare Laws and Ethics
- Patient Relations
- Telephone Techniques
- Electronic Health Records
- Electronic Health Records
- Appointment Scheduling
- Insurance Billing Cycle
- Electronic billing
- Types of Health Insurance
- Medical Coding
(CPT/ICD/HCPCS)

Schedule

East Los Angeles Skills Center

HIT Courses 1 through 5
Monday – Friday
10:15 am – 12:15 pm
3:15 pm – 5:15pm

All educational and vocational opportunities are offered without regard to race, color, national origin, sex or handicap. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs. Classes failing to meet a minimum required class size will be closed according to division policy.

HEALTH ADMINISTRATION

9 week courses

HIT 1: Terminology (90 hrs)	
Registration	\$90
Student ID	\$10
Textbook	\$50
Class Supplies/Tools/Equipment	\$20
<i>Approximate Total Cost HIT 1</i>	<u>\$170</u>
<i>Due at Registration</i>	<u>\$100</u>
HIT 2: EHR and Filing (90 hrs)	
Registration	\$90
Textbook/Software	\$220
Class Supplies	\$10
<i>NHA CMAA Certification & Study Guide (Optional)</i>	\$200
<i>Approximate Total Cost for HIT 2</i>	<u>\$520</u>
<i>Due at Registration</i>	<u>\$90</u>
HIT 3: Insurance Billing (90 hrs)	
Registration	\$90
Textbook	\$120
Software (Same as HIT 2)	\$110
<i>Approximate Cost for HIT 3</i>	<u>\$320</u>
<i>Due at Registration</i>	<u>\$90</u>
HIT 4/5: Diagnostic/Procedural Coding (180 hrs)	
Registration	\$90/\$90
Textbook	\$99
<i>Approximate Cost for HIT 4/5</i>	<u>\$279</u>
<i>Due at Registration</i>	<u>\$90/\$90</u>

NOTE: The costs, requirements and class schedules are subject to change without prior notice.