

CAREER SERVICES

Career Services provided at no cost to students:

- Resume preparation
- Mock/practice interviews
- Tips on speaking to your strengths
- Answering tough interview questions
- Completing job applications
- Nationwide career placement assistance
- Professionalism skills
- Learn work/life balance
- Prepare a graduate portfolio

Accreditation

The Institute of Medical and Business Careers is institutionally accredited by the Accreditation Bureau of Health Education Schools (ABHES).



Discover Your **SPARK**

SUPPORT

Provide students, staff and instructors with a caring and supporting environment that demonstrates our commitment and dedication to superior training and career outcomes.

PRIDE

Ensure students, staff and instructors have pride in their training and in IMBC by demonstrating a positive attitude and initiative at all times, even when faced with challenges.

AWARENESS

Create an environment where students gain awareness of appropriate ethical and responsible action in their field of study and chosen career.

RESPONSIBILITY

Encourage students to accept responsibility for their own actions and career advancement.

KNOWLEDGE

Provide students with useful knowledge for their specific career goals with an emphasis in the area of "hands-on" experiences.



MEDICAL RECORDS TECHNICIAN (A.S.T DEGREE)



Call Today! 1.855.773.0758

**Get The Training
Get The Job!**

IMBC.EDU



1. What does a Medical Records Technician do?

Medical Records Technicians, or MRTs, manage medical records for lab tests, x-rays, and more. They assign ICD-10-CM, CPT, HCPCS, and PCS codes to each diagnosis and procedure that determine costs and payments for hospitals, clinics, physicians, and nursing homes.

Medical records are computer-based, so you will learn how to use software for record keeping and how to help offices run efficiently.

As a student in IMBC's Medical Records Technician program, you'll learn about the preparation, maintenance, and security of patient medical records. You will develop core medical knowledge such as medical terms, anatomy, and physiology. Students will explore electronic healthcare records (EHR) and the systems used to store and manage them.

2. How long is the Medical Records Technician program?

The Medical Records Technician (Associate in Specialized Technology) degree is about eighteen months.

3. What is the class schedule like?

Students are in class five hours a day, four days a week. There are no classes on Friday.

4. Does IMBC offer online classes?

The Institute of Medical and Business Careers offers both online classes and online programs. In the Medical Records Technician AST degree, students may be eligible to enroll in certain classes taught online, that are in the training program.

5. Is there an internship?

Yes, students complete an internship in the last term of their program. Students will work with their Program Director and the Director of Career Services to locate an appropriate internship site prior to their last term.

6. Do students become certified?

Medical Records Technician students will have the opportunity to achieve 3 credentials upon graduation. The Nationally Registered Certified Coding Specialist (NRCCS), The Certified Electronic Health Specialist (CEHRS) and your CPR licensure. IMBC believes graduates passing certification exams have a more competitive employment advantage for being hired over individuals with no certifications.

7. Is there job placement assistance?

Yes, IMBC's Career Services team will work closely with each student to assist them in finding entry level employment in their field of study upon graduation. The IMBC Career Services team also works with each student during their entire training program ensuring that the student is most prepared to be job ready.

8. Are students able to receive financial aid?

Financial Aid is available to those who qualify. IMBC has a team of Financial Aid representatives that can meet with you on a personal level and provide you with a Financial Aid game plan to afford your education.

9. Is IMBC accredited?

Yes, the Institute of Medical and Business Careers is institutionally accredited by the Accreditation Bureau of Health Education Schools (ABHES). ABHES is recognized by the U.S. Secretary of Education as a national accrediting agency for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. IMBC is licensed by the Pennsylvania Department of Education, Board of Private Licensed Schools.

"My biggest fear about taking my program was not being able to stay focused. But, IMBC's instructors stayed in constant contact with me to ensure that I never missed an assignment. Being an IMBC graduate, gives me the flexibility for a full time job while taking care of my two children. Now, I can't wait for the future."

-Latisha Hawthorne

