



Arête Healthcare Services

Workforce Development  
Programs

**800.697.5147**  
**www.aretchs.com**

## Why Arête?

Leading healthcare services company:  
EHR, Practice Management, and Billing &  
Collection services.

Arête Healthcare Services provides over 35  
medical practices with outsourced  
healthcare services. We **bridge the gap**  
between workforce development graduates  
with **job placement** opportunities in  
healthcare.

Arête Healthcare Services provides  
real-world education and workforce  
development solutions that are:

- ▶ Flexible
- ▶ Customizable
- ▶ And incorporates skills set readiness  
hands-on labs

Real-world workforce development  
**solutions** for the working adult.

### Projected career growth in the next 8 years:

Home Health and Personal Care Aide	70%
Medical Assistant	31%
Medical Records and Health Information Technician	21%

*Let us help you  
educate **our** future  
healthcare professionals.*



## Curriculum Delivery

- ▶ **Classroom delivery**
- ▶ **Virtual live instructor**
- ▶ **Self-study online**

### Classroom Delivery

- ▶ Standard ILT delivery
- ▶ Real-world clinical workflows
- ▶ Skills set readiness hands-on labs
- ▶ Industry experienced instructors

### Virtual Live Instructor

- ▶ Remote access to live instructor
- ▶ Distance learning
- ▶ Allows for larger enrollment and  
participation

### Self-Study Online

- ▶ Complete at your own pace
- ▶ Supports working professionals
- ▶ Incorporates skills set readiness  
hands-on labs

Upon completion, students are better  
prepared to pass the  
**Allied Health Professional  
Certification exams**  
offered by the  
National Healthcareer Association  
**www.NHAnow.com**

## Certified Medical Administrative Assistant

(CMAA)

*Commonly known as Medical Office Secretary  
or Medical Office Assistant*



### Core Learning Objectives:

- ▶ Medical terminology
- ▶ U.S. healthcare guidelines
- ▶ Extensive lessons focused on the roles a medical assistant may fulfill

### Skills Set Readiness Topics:

- ▶ Medical law
- ▶ Secure practice communications
- ▶ Healthcare IT
- ▶ Enhanced clinical work-flows
- ▶ Practice management
- ▶ Introduction into billing & coding

## Certified Electronic Health Record Specialist

(CEHRS)

### Core Learning Objectives:

- ▶ Medical terminology
- ▶ Basic US healthcare protocols
- ▶ EHR, Practice management & ePrescribing solutions
- ▶ HIPAA compliance

The EHR modules focus on **government mandated** technology such as meaningful use, clinical decision support, computerized physician order entry, and health statistics.

Our program incorporates real-world EHR, Practice Management, and Billing & Collection skills set readiness hands-on labs.

### Healthcare compliance topics include:

- ▶ HIPAA
- ▶ HITECH
- ▶ Meaningful Use  
Stage 1  
Stage 2

## Certified Billing & Coding Specialist

(CBCS)

### Core Learning Objectives:

- ▶ Convert CPT and ICD-9 codes into billable procedures
- ▶ Submit claims for reimbursement
- ▶ Implement best practices for collections

Our course prepares the healthcare workforce on current ICD-9 codes for billing specialists and prepares for the **ICD-10** transition.

Arête Healthcare Services provides real-world, hands-on skills set readiness training. Through our network of medical providers, we can assist with **internships and job placement** for workforce graduates.



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