Joshua Career Institute

Healthcare Management Programs

Program Mission

The mission of the Joshua Career Institute's Healthcare Management program is to prepare students in the functional areas of healthcare management allowing them to develop supervisory skills necessary to be effective in a rapidly changing healthcare environment. The program is designed for active students with an interest in entering or advancing their careers in healthcare industry.   The program is focused in equipping and preparing students to participate in the workforce by making visible contribution to the ever changing healthcare delivery needs. The program is designed to support student's certification efforts, a major milestone that is highly recommended by employers and industry experts.

Program Options

JCI Healthcare Management Program options include the following:

1. *Healthcare Information Technician*

2. *Medical Record Technician*

3. *Medical Billing and Coding*

4. *Medical Data Analyst*

5. *Medical Office Assistant*

6. *Medical Office Manager*

Admission Requirements

All students are required to meet the following admission requirements:

1. Proof of education requirements
2. Proof of US Residency requirements.
3. Correctly and fully complete the admission package
4. Successfully complete the program orientation process

15950 Dallas Parkway Suite 400, Dallas, Texas 75248

Material & Equipment Requirements

To make your online experience enjoyable and trouble-free, students are required to meet the following material and equipment requirements before the online orientation date:

1. Own or have access to a computer or laptop with <u>Windows 7</u> or better.
2. Laptop (<u>with wireless mouse)</u> must be compatible with Microsoft Office software, if you are not sure, e-mail admin@joshuaci.com.
3. Have access to High Speed Internet with <u>Mozilla Firefox</u> Browser.
4. Ensure that their computer or laptop is able to download <u>software</u> from the Internet.
5. Ensure that their computer or laptop is able to ***display*** <u>Adobe PDF</u>, <u>Microsoft Word and Excel without problems</u>.
6. Have an <u>e-mail account</u> which the student checks daily.
7. Install <u>Microsoft Office 2010 or 2013</u> on their computer or laptop.
8. Please note that JCI does not provide technical support to students.

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