



HOW TO GET STARTED IN.....

Medical Coding Specialist

1. Contact the Program Instructor to schedule a meeting.

This is an opportunity to learn more about the program, tour the facility, meet the instructors, and discuss program requirements.

Michelle Wellman-Miller, BS, CPC, CEDC, COSC,CEMC

740-364-2256

mwellman-miller@c-tec.edu

2. Take the ACT WorkKeys® Assessment.

You must take and pass the WorkKeys® assessment prior to your program start date. Call 740-364-2280 to schedule your assessment. You can also register and pay online for the Work Keys test. [Click here to register for the WorkKeys® assessment.](#)

WorkKeys® identifies your reading and math skills as they pertain to your chosen training program. There are three test sections (Applied Math, Graphic Literacy, and Workplace Documents) and there is a \$60 non-refundable fee to take the test. [Click here for WorkKeys® practice tests.](#)

To enroll in Medical Coding Specialist, you must meet the required scores on each of the three tests. [Click here for program scores.](#)

During the testing session, you will also complete a registration form and participate in an orientation for all C-TEC programs. Allow at least 4 hours for this session.

On your scheduled test date, please bring your high school diploma or GED and your driver's license (or state-issued photo ID).

3. Secure your tuition for the program.

Contact Kathy Roderick at 740-364-2261 or kroderick@c-tec.edu for payment information or if you are a COTC student.

4. Start your program!

Confirm your program start date, class meeting times, and location.