

Fort Myers, FL, Aug. 21, 2015 — The Lee County Department of Human Services' award-winning L.E.E. Medical Office Skills Program is now taking applications online. Individuals interested in this free job training for a Medical Front Office career now have access to [detailed information](#) about the Program 24/7. They will have the opportunity to register to attend one of several scheduled Information and Orientation Sessions. Applicants will be asked to answer basic eligibility questions before processing and printing their session event tickets. Tickets are distributed on a first-come, first-serve basis and sessions will fill quickly due to high demand. The deadline to apply is Oct. 8.

The L.E.E. Program is designed to rapidly produce a substantial increase in work earnings for individuals who earn low wages by teaching the skills needed to work at the front desk of a doctor's office or other medical facility. Classes are held from 6:30 to 9:30 p.m. Tuesday and Thursday evenings for seven months beginning Oct. 15. Core classroom subjects include Medical and Dental Terminology, HIPAA regulations, Medical Front Office Procedures, Electronic Medical Records, Basics of Medical Billing and Coding, OSHA, Infection Control, Computer Protocol, and Computer Applications. This training is supplemented with additional instruction in job search skills, resume writing, interview skills, soft skills, and job retention skills.

The L.E.E. Program is funded through the Community Services Block Grant and offered at no cost to eligible applicants. Students receive paid training/tuition, case management, books, assistance with the cost of childcare during class hours, and other supportive services. To be considered, applicants must meet all of the following criteria:

- Lee County residents 18 or older
- Low-income
- Employed with documented earned income or can document a stable past work history.
- Able to provide proof of a high school diploma or a GED
- Able to pass a background check for medical employment
- Have reliable transportation to and from class
- Available to attend scheduled classes Tuesday and Thursday evenings
- Willing to work with a Case Manager for one year
- Willing to search for and accept full-time employment in the medical front office field prior to graduation

Successful graduates will receive a certificate of completion in Medical Office Skills and be fully trained to begin a career with upward mobility in a medical front office capacity.

For more information or to sign up: <http://www.leegov.com/dhs/fss/medical-office-skills-job-training>, or www.leegov.com/dhs click on Financial Assistance/Self Sufficiency, and then Medical Office Skills Job Training. Applicants without computer access should contact Marti Mills at 239-533-7933 or mmills@leegov.com.