

THE CENTER FOR CAREER AND TECHNOLOGY

Supplies list:

BUSINESS MANAGEMENT PRACTICUM: Medical Billing and Coding

These items are to be used for this class; you should have pens and pencils that you will be leave in file box for this class only.

1 Jumbo "File N' Go " box with handle (can be purchased at Wal-Mart, K-Mart, Office Depot, or Target)

4 gig USB Drive (THAT YOU CAN LEAVE IN YOUR FILE BOX)

Some white notebook paper (not spiral)

15 Letter-size Hanging Folders

Large Black Clamps (12-15)

1 Package White 3 X 5 file cards (Medical may need more for 350 medical terms)

Pouch to hold the following:

Blue, Black, and Red Pens (2 each)

Highlighter (2)

2 Pencils (2)

Gum Eraser

FOR THE SPRING:

1" BLACK BINDER (for Portfolio)

25 Plastic Sheet Protectors

Resume Paper

In addition, CCTE's Medical Administration Class, School to Career Internship requires that you wear a black scrub shirt with logo, STONE colored, Docker style casual dress pants, and rubber grip tennis shoes. The class will fundraise for the scrub shirt and logo.