



Medical Office Assistant

Medical Office Assistants perform a wide range of administrative and secretarial tasks using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include greeting visitors and patients upon entering medical office, answering and directing phone calls, scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondences.

This 18-week program is designed to prepare the student with the specialized knowledge, administrative skills, and office protocols required to successfully work in medical offices, long-term care facilities, and medical insurance companies. The ability to use a computer and type 40 wpm is required.

A suitability interview is required to discuss your professional goals and your reasons for pursuing a career as a Medical Office Assistant. A typing test will be administered as part of the Medical Office Assistant program eligibility.

Note: Persons with criminal convictions may have difficulty finding employment in the healthcare industry.



Call to learn more about this **FREE** training program:

New Haven/Hamden: (203) 624-1493 ext. 207

Meriden/Middletown: (203)238-3688 ext. 307