

Medical Administrative Assistant

Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand.

Prepare for your new career here at Great Oaks.



The Great Oaks program

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry.

Medical office staff members help keep medical practices running smoothly. They manage records, schedule appointments, handle insurance billing, and support patients and physicians.

This program is intended to provide students with a well-rounded introduction to medical administration in order to gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

Employment

When you successfully complete this program, you will have the skills necessary to gain employment in a number of capacities. You'll find job opportunities in physicians' offices, clinics, chiropractors' offices, and outpatient facilities.

Education and certifications

This program meets the necessary requirements to take the National Healthcareer Association (NHA) – Certified Medical Administrative Assistant (CMAA) exam.

Clinical Externship

As part of this Medical Administrative Assistant program, you are required to participate in an 40-hour clinical externship.

The Medical Administrative Assistant Program is offered at Great Oaks by Condensed Curriculum International (CCI). Since 1993, CCI has supported schools in communities nationwide with educational programs focused on healthcare and other in-demand disciplines.



The next class begins soon!

Scarlet Oaks Career Campus – Sharonville

Call **513.771.8881** for information session dates and class schedules.



Learn more at adults.greatoaks.com

Medical Administrative Assistant

You will learn about:

- Interpersonal skills
- Medical ethics and law
- Medical terminology
- Basics of insurance billing and coding
- Telephone techniques
- Scheduling appointments
- Medical records management
- Management of practice finances

Program requirements

- Attendance at an information session
- Copy of high school diploma or high school equivalency (HSE)
- BCI and FBI background check*
- WorkKeys® testing*
- Basic computer knowledge
- Signed agreement to complete 40-hour externship

**May be additional cost*



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Call now to learn more and register!

Scarlet Oaks 513.771.8881