

- Fort Wayne, IN
- Kokomo, IN
- Elkhart, IN
- Napoleon, OH

Medical Office Technologies

Indiana ETC #9185 • Ohio #510710 • Cost: \$1,500

Employment of medical assistants is expected to grow 35% from 2006 to 2016, much faster than the average for all US occupations. As the health care industry expands due to technological advances in medicine and the growth and aging of the population, there will be an increased need for all health care workers. Job seekers who want to work as a medical assistant should find excellent job prospects.

Medical assistants are projected to account for a very large number of new jobs, and many other opportunities will come from the need to replace workers leaving the occupation. Those with formal training or experience—particularly those with certification—should have the best job opportunities.

This career area contains the fastest-growing occupation through 2012, according to the U.S. Bureau of Labor Statistics. The health care system needs competent workers to support administrative and clinical functions. Medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly.

Course Overview:

This course is designed to provide the student with short term intensive training along with adequate credentials to attain employment in a medical front office position or to enhance current occupational skills. The program will teach multiple medical office skills including:

- Introduction to Personal Computers
- The Health Care Team
- Medical Law
- Medical Ethics
- The Diverse Community of Patients
- Interpersonal Communications
- Appointment Scheduling
- Patient Reception and Registration
- Health Information Management
- Medical Billing
- Health Insurance
- Business Operations of the Medical Office
- Interpersonal Communications

Upon successful completion, students will receive the Medical Administrative Assistant credential attained through the National Healthcare Association. This will provide students with a highly-marketable credential to add to their resume in a short period of time.

Credential:

The National Health Care Association's Medical Administrative Assistant Certification.

Classes are 6 weeks in length, and meet for 4 hours per day, Monday through Thursday, mornings or afternoons

For information regarding this course, contact:

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