



Medical Office Administration Training

Attend an
Information
Session

QCC-Center for
Workforce
Development and
Continuing
Education
25 Federal Street
Worcester, MA
01608

Contact

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jsundin@qcc.mass.edu

Monday, 12/9/19

11am-12pm

Room 233D

ENROLLMENT

IS LIMITED!

Learn about patient registration, medical records, computer skills and much more!

80 hr. externship included!

This **FREE** program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. It introduces medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career.

Average wages start at \$15/hour!



Course Details:

Tuesdays, Wednesdays, Fridays

9:00am-2:00pm

January 7, 2020-March 27, 2020

Applicants must:

- Be unemployed or under employed
- Have a High School Diploma/Equivalent
- Complete a Cori/Sori