



FREE MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

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

**For more information:
Call 508.751.7921
Or Email
jsundin@qcc.mass.edu**

**CLASS STARTS
SOON
Register early....
spaces limited!**

**Receive a \$500
stipend when you are
hired and have been
working for 60 days
(at least 30 hrs. per
week)**

This course prepares you to work as Medical Administrative Assistants in healthcare facilities such as hospitals and health systems, physicians' offices, clinics, long-term care facilities, surgery centers, ambulatory surgery centers, rehabilitation centers, and other types of healthcare areas. Learn medical terminology, legal requirements, quality control assessment and improvement strategies, and typical policies and procedures related to patient scheduling, registration, admissions, patient finance, guest relations, and numerous related services. You will learn roles and responsibilities of the Healthcare Team, Interpersonal Communication, Medical Records Management and Compliance with HIPAA, and Diagnostic and Procedural Coding. It also includes lessons in Handling Medical Emergencies that include a checklist of how to prepare for and appropriately respond to various life-threatening emergencies in the medical office setting.

After successfully completing this course, you are eligible to sit for the National Health Career Association's Certified Medical Administrative Assistant (CMAA)



COURSE INCLUDES:

FREE:

- Tuition
- Textbook
- Access to online simulation software
- Microsoft Office Training
- Contact Tracer Training
- BOUNCE Life Skills Program
- CMAA Certification Test Fee