

**SNAP Employment and Training Program** 

# Medical Office Administrative Assistant

## **Program overview**

In this program students will learn to support physician staff by screening and sorting mail, documents, and telephone calls; scheduling patient appointments and arranging referrals; billing patients and third-party payers; controlling accounts receivables; transcribing dictation; preparing medical reports, patient histories, operative notes, manuscripts, and correspondence; maintaining office files and patient records.

### **Course length**

- 1 semester (15 weeks)
- 180 hours

#### Curriculum

## Students will develop skills in the following areas:

CE CAP 010	Computer Applications
CE MED 005	Basics of Medical Terminology
CE MED 015	Topics in Medical Billing & Coding
CE MED 050	Topics in Medical Office Management

Goodwin University is a nonprofit institution of higher education and is accredited by the New England Commission of Higher Education (NECHE).

Page 1 of 1



# For more information, contact: 860-727-6936 goodwin.edu/snap

Placement evaluation guidelines apply for this program. Lifetime access to Career Services including job-search assistance; resume-writing, and mock-interviewing is available to graduates. This is not a credit-bearing program.