



## 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).