



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



For more information, contact:

(800) 727-6936

www.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.