

# 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	<b>Computer Applications</b>
CE MED 005	<b>Basics of Medical Terminology</b>
CE MED 015	<b>Topics in Medical Billing &amp; Coding</b>
CE MED 050	<b>Topics in Medical Office Management</b>

Contact us today!

**860.727.6936**

[www.goodwin.edu/SNAP](http://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.