Pursuing a career in the healthcare field? Become Medical Office Assistant

- Workplace advancement
- Job Placement Assistance
- Median Pay $14.12 per hour / $29,370 per year
- Job outlook projected to grow 29% 2013-2022
- Completely self-paced
- Complete your certification in as little as 4 weeks
- 80 hour time-on-task course!!
- Work in healthcare settings, clinics, practices,

Workforce Development Career Institute is now offering the Medical Office Assistant course. This is the perfect career training if you are interested in becoming Medical Office Assistants and want to use this course as a step toward that career. This highly interactive certification course is self-paced, and was developed according to common occupation standards, and can be applied toward multiple Medical Office Assistant certifications. It was designed to familiarize you with the roles and responsibilities of a medical office assistant.

At the end of this course, you will be able to:
- Explain the job requirements of a Medical Front Office Assistant
- Describe effective communication skills for the workplace
- Explain how to properly handle confidential information
- Describe the different types of financial transactions that take place within a medical office
- Describe the benefits of computers and electronic medical records in the workplace
- Explain how to capitalize on career opportunities available to the medical office assistant
- Certificate of Training issued to show employers for Medical Officer Front Office jobs!

**Flexibility**
Class times that fit your schedule
Completely self-paced
Lesson assessments to gauge comprehension and retention

**Quality**
Course that prepares you to sit for certification exam

**Partnership**
Skills in demand in your area, now
Better job opportunities or workplace advancement

*Let Workforce Development Career Institute be your partner in building a better future.*

Call now or walk in today! (323) 767-8484

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