

## Medical Office Assistant

Wage: \$10.00 - \$15.00

*Medical Office Assistants perform all duties related to the medical office settings. Skills may include scheduling appointments, ICD-10 insurance coding, insurance processing, business and customer service communication are just a few of these duties.*

Courses	Hours	Tuition	Fees
*optional Keyboarding (must be able to Key 45 words a minute)	42	\$105	\$11
Discovering Computers/Windows 10	42	\$105	\$175
Basic Computers in the Workplace	24	\$99	
Window 10	24	\$99	\$175
MS Office 2019/365 Office (Word, Excel) Online (Beginning & Intermediate)	24/24	\$129/\$129	\$175
Medical Terminology	48	\$120	\$150
*Instructor, Hybrid (Inst/Online OR Online (Ed2Go) Med Term I & II	48	\$174	\$150
Human Anatomy I & II online	48	\$174	\$150
Business Math	24	\$99	No BK
Effective Business Writing	24	\$99	No BK
Key's to Effective Communication	24	\$99	No BK
Medical ICD-10 Coding online	24	\$99	\$600
Medical Office Administrative Assistant	24	\$99	\$175
Accounting Fundamental I	24	\$99	\$200
<b>TOTAL Hours of Theory/Lab</b>			
<b>TOTAL Cost Tuition/Supplies/Books</b>			

**Important Information:**

1. Book & Tuition prices are for planning purposes only and are subject to change without notice.
2. Students must be 18 years of age.
3. Students will be required to take keyboarding if keyboarding skills are not proficient.
4. Must attend 80% of all hours in training and pass course work with 70% accuracy.
5. Competency Exams are available in some course work and are at no charge. Students must pass exam with 70% accuracy to be certified.
6. Must be able to pass background check upon hiring.

**NOTE: Advanced standing can be given to students who may have prior learning or work experience upon Director approval.**

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