

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
Keyboarding (must be able to Key 45 words a minute) *optional	42	\$105	\$11
Discovering Computers/Windows 10 OR Basic Computers in the Workplace	42 24	\$105 \$99	\$175 \$175
Window 10	24	\$99	\$175
Administrative Assistant Fundamentals	24	\$99	
MS Office 365 – 2016 (Word, Excel) Instructor Online (Beginning & Intermediate)	24/24	\$129/\$129	\$175
Medical Terminology *Instructor, Hybrid (Inst/Online OR Online (Ed2Go) Med Term I & II	48 48	\$120 \$174	\$150 \$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
TOTAL Hours of Theory/Lab	396 or 402	UP to \$1,722.00	UP to \$1,961.00
TOTAL Cost Tuition/Supplies/Books			

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.
- 7.

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

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