Medical Administrative Assistant (MAA)
The evolution of medical services has created a strong demand in the area of Medical Administrative Assistant. Known also as Medical Office Secretary, Medical Receptionist or Medical Office Assistant, the position offers opportunities to enter the area of medical service. This is a unique role in that it combines both direct and indirect patient care duties. It requires a strong balance of administrative skills and interpersonal abilities.

REQUIREMENTS
High school diploma or equivalency
Prior experience in the field of healthcare —PREFERRED

COURSE LEARNING OUTCOMES
The training is designed to provide students with the skills necessary to provide administrative support in a medical office (scheduling, reception, telephone, customer service), a basic understanding of medical terminology, enhanced oral and written communication skills necessary to provide administrative assistance, ability to help with transcription, and marketing and healthcare administrative management. In addition, ethical and professional behavior, respect of confidentiality, HIPAA rules, and patient needs along with problem solving and critical thinking skills will be addressed.

At the end of course students will sit for the National Health Career Association (NHA) examination.

Contact us to learn more about this opportunity
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