

Medical Administrative Assistant



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.

Dates: Current class schedule can be found on our website at www.sunysccc.edu/wfdce under healthcare trainings

Times:
5:00 PM 9:00 PM
Monday, Tuesday,
Wednesday & Thursday

Location:
Online class

Students will be required to follow all COVID 19 protocols in place when the class is in session according to SUNY Schenectady guidelines.

Cost:
\$1,950 (includes tuition, textbooks, and NHA study materials and test fees.)

Please note that SUNY Schenectady has some laptop computers available for loan for registered students.

SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE

WORKFORCE DEVELOPMENT AND
COMMUNITY EDUCATION

Contact us to learn more about this opportunity
healthcare@sunysccc.edu

Or visit our website: <https://sunysccc.edu/wfdce>