

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT PROGRAM WITH CMAA CERTIFICATION



Full Circle's Medical Office Administrative Assistant program prepares you for a career in one of the region's fastest growing industries — healthcare. You'll learn important front desk, medical terminology, scheduling, ethics, and office administration skills. You'll gain hands-on exposure to one of the industry's most widely utilized computerized medical practice management software packages to enter patient and insurance data, schedule appointments, generate and track referrals, and submit claims electronically. This program prepares you for a broad range of medical front desk and professional support positions in patient administration, scheduling, medical recordkeeping, and office administration.

TAKE YOUR TRAINING FURTHER WITH CERTIFICATION: BECOME A CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT

Since 1989 more than 100,000 healthcare professionals have earned the recognition and rewards gained from passing National Healthcareer Association exams — the most widely accepted professional certification in the industry. Full Circle prepares students for the CMAA certification exam, and provides the opportunity to join a growing distinguished group of knowledgeable and successful healthcare professionals who have achieved the CMAA designation. While passing the exam is not a graduation requirement, certification is an excellent way to prove your skills to potential employers, increase your marketability, and add value to your existing education.

*Program content is subject to change without notice. Certification exams may or may not be included in program cost, depending on funding source.



WHY CHOOSE FULL CIRCLE COMPUTING?

At Full Circle we have a unique combination of technical expertise and personal communication skills that combine to make each of our training programs a complete success. When you train at Full Circle you benefit from:

- The smallest possible class sizes
- Unsurpassed, individual attention from instructors who care about your success
- Flexible scheduling options
- Bright, comfortable environment
- Hands on training
- State of the art labs with individual student workstations
- Clear, concise training materials
- Career coaching, resume writing and interviewing skills workshops
- Central location at Business 30 & Ship Road, ½ mile east of the Exton Mall, easily accessible from Route 202, the PA Turnpike, Route 100, and public transportation
- State approved career training programs approved by the PA Department of Education
- Career training programs approved for G.I. Bill benefits

Open enrollment for this program is going on now!
Call 610-594-9510
to speak to a career specialist today!

