



12-WEEK MEDICAL OFFICE TRAINING

TRAIN FOR THE HEALTH CARE FIELD with Medical Office TRAINING

Program Offered through OPERATION ABLE

Learn Intermediate Microsoft Office skills & Medical Office Training - in an **INSTRUCTOR-LED** virtual classroom environment through video conferencing.

COURSE WORK INCLUDES:

- Electronic Medical Records Fundamentals
 - Patient Registration, Appointment Scheduling & Co-payment / Coinsurance
- Medical Terminology & HIPAA Training
- Workplace Relations & MS Office Skills Training
- Intensive Job Search Training

This training is followed by a 6-week internship to further advance your new skills.

CONTACT:

Program Manager for
Medical Office Training
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OperationABLE.net

Next Class Starts 10/2/23 Visit **OperationABLE.net**

**FREE to most SNAP recipients and/or
income eligible Boston residents.**

Register for a **FREE VIRTUAL
INFORMATION SESSION** to Learn More.

<https://operationable.net/information-sessions>



Operation ABLE Headquarters: 98 North Washington St., Suite 200, Boston MA 02114
Minutes from North Station and TD Garden.

There are several funding options available. Inquire with ABLE staff. Eligibility requirements apply.