

8-WEEK MEDICAL OFFICE TRAINING

'DONNELLY' TRAINING PROGRAM FOR THE HEALTHCARE FIELD

This training made available through the 'DONNELLY' Grant.
Offered through Operation ABLE.*

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

8-WEEK COURSE WORK INCLUDES:

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

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



**This 8-week program is funded by a grant awarded by the State's Workforce Competitiveness Trust Fund, in memory of the late Senator Kenneth Donnelly.*

NEW CLASS STARTS REMOTELY 1/02/24

**Register to Attend a FREE INFO
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.

CONTACT: Program Manager
'Donnelly' Medical Office
Marilyn Piket
mpiket@operationable.net
OperationABLE.net

