



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.

Next Class Starts 1/16/24 Visit **OperationABLE.net**

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

**To LEARN MORE, REGISTER to
ATTEND a FREE, Tuesday Morning
INFORMATION SESSION.**

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

CONTACT:

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